

Mountainside Public Library
Board of Trustee Meeting Minutes
December 2020

Attendees:

Kathryn Brown	Nancy Caffrey	Kristen Ciccimarra	Maya Frungillo	Jordan Hyman
Alison Murphy	Ashley Osieja	Steve Witt	Donna Pacifico	

Guests:

Dayle Treece	Marilyn Heller	Barbara McLaughlin
--------------	----------------	--------------------

The meeting was held via a zoom video conference call in accordance with the NJ Governor's in-person Covid-19 restrictions.

Governance:

Steve Witt brought the meeting to order at 7:01pm.

>>A motion was made by Jordan Hyman and seconded by Alison Murphy to approve the November Board of Trustee meeting minutes. The motion was approved.

Director's Report:

Kathryn Brown provided a director's report.

Staff:.

1) With staff working regular hours, an in-person / social distanced staff meeting was held November 23rd. Nothing to note to the Board.

Building and Grounds:

1) The construction firms that had previously bid on the proposed bathroom renovation are being recontacted. One would like to come back in since it has been 2 years since the original bid was provided. As a reminder, the Mountainside Library was NOT on the list of awardees from the Construction Bond Grant. The grant was going to be used towards the upgrade of the bathrooms, including to be ADA compliant.

2) Cleaning services, as discussed past 2 meetings, are being reviewed. At the November meeting, Kristen Ciccimarra mentioned that the recent council meeting included discussion on the borough going out to bid on cleaning services. In December, Donna Pacifico agreed to provide the name to the Library Director. Also in November Allison Murphy suggested a process so we know the professional have done the cleaning.

Technology:

1) In November, it was noted Flipster, an online magazine, was purchased. In this month's report, it was confirmed a link was added to the website.

2) The Director reported that Constant Contact, was being used this month for the newsletter and Mailchimp will be discontinued. The current list includes ~497 people - the Board felt there was opportunity to increase the population and help promote the library and its activities. It was re-iterated that the email process can not be link in with the library card due to privacy issues. The updated distribution will be promoted via Friends, through Tapinto as well as Facebook. A suggestion was made to work with the BOE as well - perhaps in the kindergarten packet or the PTO new parent tea. Jordan Hyman, BOE liaison, will reach out to Kathryn Brown.

Other:

1) With the increase in Covid cases, the Library returned to curbside pick up November 28th. Some patrons are upset as they want to be able to browse. Some are happy with the curbside being offered, and utilizing the services. A discussion ensued on when the Library should re-open. It was agreed to take into consideration comments from the Governor, the Mayor, the Health Department and the Schools and then be a bit more conservative. A suggestion was the Tuesday following the Martin Luther King holiday,.

2) A spreadsheet with the current statistics was provided and reviewed. The numbers were very positive, even with Covid on the rise.

3) They Friends of the Library are offering 2 programs in January. Information is on the website for patrons to be able to register, info@mountainsidelibrary.org. January 11th topic is stay positive and January 19th is decluttering. The events will also be captured in the newsletter.

4) A 2021 proposed Board of Trustee Meeting schedule as well as a proposed 2021 Library Holiday schedule was reviewed (noting the New Years Day at the bottom is 2022).

>>The 2021 Board meeting schedule was made by Kristen Ciccimarra, seconded by Donna Pacifico and approved

>>The 2021 Holiday schedule was made by Jordan Hyman, seconded by Nancy Caffrey and approved

>>After the Director's update, a motion to accept the Director's report was made by Jordan Hyman and Alison Murphy seconded and approved.

Bills:

A conversation ensued pertaining to the PSE&G which was \$0 for the 2nd month in a row. It was identified that a new line item for UGI Energy Services was added the bills schedule to capture the services.

It was confirmed Steve Witt and Maya Frungillo would co sign the bills.

>>After review of the bills, a motion was made to accept the bills by Nancy Caffrey, seconded by Alison Murphy and approved.

Donations:

There were no donations to review for November 2020.

Treasurer's Report:

Ashley Osieja provided an overview of the current and year to date revenue and expenditures. The decrease in revenue (12% less than anticipated) is offset by less expenditures (14% less than plan) for building & grounds and library materials.

A conversation ensued around fines. A surgery was conducted and many libraries are removing fines. The theory is the libraries want the items back, late or on time, they want them back. Removing the fine incentivizes people to return the materials. The Board agreed to think about this and discuss at a 2021 meeting.

Notification was received that the E-rate initiative was approved. The monies are expected in due time.

>>A motion to accept the Treasurer's report was made by Donna Pacifico, seconded by Ashley Osieja and approved.

Other:

Regarding Children, Adult and Community Programs, the zoom story time and grab and go crafts are still going well.

Regarding Circulation, it was noted that Interlibrary Loans are down as the mobile unit was not running and just restarted.

In response to a question from a director, the mural reciprocity (Middlesex Union Reciprocal Associated Libraries) was defined - cardholders can borrow in person from any of the other libraries in the 2 counties.

It was re-iterated that the VIP program was halted and the stat will be removed when there is no year over year data to review.

With regards to Museum Passes, 1 was used in October and 2 in November. - since Covid began. Many museums have suspended the program due to closure. Pam Shaw from the Friends is reviewing the program.

The Database and Electronic Media usage statistics were reviewed.

Old Business:

OPEN

The website project has been continuing with Steve Witt and Kathryn Brown working with Laura Gordon from Rytech. It should be live in about 1 month. This new site should be user friendly as well as house updated information. A Director suggested a review of the website as the most recent newsletter appears to be 2017. And the application grant has been written requesting funding from the Watts Foundation.

The 2019 fiscal audit is underway by Suplee, Clooney and Company, CPA. A final report will be shared with the Board.

A follow up conversation needs to be had on the receipt of donations and capturing in the Directors report. A suggestion was made in November to add the rounding of change patrons "donate" into fines and fees as that is where the donation originates from. It was also noted that the 2019 \$10,000 donation will be reviewed by the auditor, which will help with how best to capture these items.

As per the resolution made in September, the request of funds from the County of Union CARES Act Coronavirus Relief Funds Grant were submitted however, out of the \$4,847.78 requested, the Library only received \$1,656.99 in November. A resubmission was to be done for the difference - some items did not have official bills due to timing and additional cleaning /sanitizing items need to be added as well.

All Directors were reminded to email the Library Director their 2020 training detail to ensure the annual training obligations are met - it had been agreed every director would do 1 hour each year.

Steve Witt reminded everyone that the Friends Annual membership drive is in full swing and Board member participation is encouraged.

CLOSED

In November, the Library Director suggested, in the current environment, a review of electronic resources would be done to see what could be added, especially since there is grant money remaining earmarked for electronic services - the inclusion of Flipster, Canopy and Constant Contact closes this out.

The Library Director confirmed the submission of items for the 2020 Time Capsule collection (Magnet, Library Card, Friends newsletter, an ornament).

In 2019, the Friends raised about \$1,000 at the holiday sale. With Covid - this in person sale is halted in 2020. Following up from a September suggestion on contactless jewelry sale, Jordan Hyman and Kristen Ciccimarra developed a project plan - volunteers to pick up and photograph the jewelry and then have an online sale. A discussion ensued. The Friends said this was not possible as the jewelry was spread out and in some cases not accessible. Also, there is no avenue to sell online as the Library website is not an option. Hopefully the sale can be restarted in 2021.

Nancy Caffrey, representing the Personnel / Nominating Committee, listed the nominations for the 2021 Officer slate as President (Steve Witt), Vice President (Maya Frungillo), Secretary (Kristen Ciccimarra) and Treasurer (Ashley Osieja).

>> This was approved

Following the resignations of Clark Landale and Nancy Caffrey, there are 2 openings on the Board. Mayor and Council select new members and the individuals are announced at the town's annual reorganization meeting in January. The Board was hoping to move forward with a Foundation, so someone with that knowledge and/or legal profession would be helpful. Donna Pacifico confirmed the 2 new members would be Wendy Caccamo (legal background) and Marnie Dardanella (Board member of Summit Medical Group Foundation). A Board member noted they will be tremendous assets.

DEFERRED

The formation of a Foundation was discussed and agreed to be tabled until the 2021 Board members join and can participate in the discussion.

New Business

Due to Covid restrictions, a suggestion was made to allow employees to carry vacation time to June 30th, 2021, an extension from the current date of March 31, 2021. The employees were paid March - August when the

library was closed and no one took vacation. This will make it easier for the Library Director to stagger the staff's vacation.

>>A motion was made by Jordan Hyman and seconded by Donna Pacifico. All members were in favor.

The Library Director suggested the removal of DVD borrowing fees, forever. There are so many online ways for people to get the same services. The revenue from fines are \$3k and DVD's \$1k. Some of the Board members expressed concern of losing the revenue in-light of the earlier Treasurer's report. Also, if the DVD income is removed, how does the Library get new materials? Ashley Osieja agreed to look into this and revert back at a future meeting.

The Friends indicated that the next Friends meeting is January 25th - all are welcome to join. If you join the Friends (see donation request above), you should be on the mailing list.

The Friends thanks the Library Board for their outreach and willingness to volunteer. They appreciate the ideas and the efforts.

The Friends referenced the 2 January events they are sponsoring and that more would be coming in February - NASA's next mission to Mars.

Next meeting is scheduled for Monday, January 18th, 2021, to be held via zoom.

A motion was made to adjourn the meeting by Kristen Ciccimarra and seconded by Donna Pacifico at 8:16pm. All members were in favor.

COMMITTEES

The 2021 Committees will be reviewed after the new Board member are appointed.

Currently they are:

Friends Liaison* - Jordan Hyman, Kristen Ciccimarra, Allison Murphy

Policy - Maya Frungillo, Jordan Hyman, Donna Pacifico

Finance - Ashley Osieja, Kristen Ciccimarra, Nancy Caffrey

Technology - Kristen Ciccimarra, Ashley Osieja, Steve Witt

Personnel / Nominating - Nancy Caffrey, Maya Frungillo, Steve Witt

*Fundraising - Furthering the discussion from the January 27th 2000 joint Friends / Trustee gathering and the October Trustee meeting, it was agreed to form a joint fundraising forum.

Marilyn and Barbara would represent the Friends

Kristen, Jordan and Allison would represent the Trustees