

**Mountainside Public Library**  
**Board of Trustee Meeting Minutes**  
**March 2021**

**Attendees:**

Kathryn Brown	Kristen Ciccimarra	Marnie Dardanello	Maya Frungillo
Jordan Hyman	Alison Murphy	Ashley Osieja	Donna Pacifico
Vivienne Pupo	Steve Witt		

**Guests**

Dayle Treece	Barbara McLaughlin	Cheryl Fiumefreddo
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**Apologies:**

Wendy Fech-Caccamo

The meeting was held via a zoom video call in accordance with Covid-19 restrictions.

**Governance:**

Steve Witt brought the meeting to order at 7:00pm.

<<After noting a change to the attendance of a guest, a motion was made by Ashley Osieja and seconded by Alison Murphy to approve the February Board of Trustee meeting minutes. The motion was approved.>>

**Library Director's Report:**

STAFF:<sup>[1]</sup><sub>[SEP]</sub>A new borrowing opportunity called book a bundles has been introduced for patrons. The bags of books on various Adult or Children topics is created by the staff and has been successful.

The grab and go program is still successful.

**BUILDING & GROUNDS:**

As per the motion approved at the February meeting, the switch to the cleaning company Eastern Services commenced Monday March 15th.

As the approved bathroom construction vendor, Brian Kinney Construction will begin the public library renovations for \$3,2450. There is not an exact start date. They will do one bathroom at a time so the other is in service for staff and patrons. A conversation ensued on the potential State Aid for the work. Further to an internet search during the meeting, the Governor announced on March 15th a second opportunity for applications for the Library Construction Bond Act with a deliverable date of June 4th at 2pm. ADA

compatibility is mentioned in this second round. The Director agreed to re-apply.

#### TECHNOLOGY:

The enhanced library website is expected to go live April 5th. The Director and a staff member have been trained on how to maintain the site. Once the new site is up and running, the Director will work with HBK-IT, the Library's technology consultants, to close the existing site.

A new Kyocera color digital copier was delivered and installed March 2nd by Imperial Copy Products.

PROGRAMS:<sup>[1]</sup><sub>SEP</sub>MARS Rover was held February 3rd with attendance of 20 people.<sup>[1]</sup><sub>SEP</sub>How Musicals get to Broadway was held February 16th with attendance of 41 people.

OTHER:<sup>[1]</sup><sub>SEP</sub>The State Annual Report was prepared and submitted.

It was confirmed that UGI Energy Services is a third party gas supplier for Elizabethtown Gas with their own bill and therefore appears as a separate line item. Prior to 2018, the supplier was South Jersey Industries and was included in the Elizabethtown bill, not independent. FYI - South Jersey sold to UGI.

A member asked about current staffing levels with the library being closed to the public and the Director confirmed the 3 FTE's and the part time staff are all busy with the additional work of quarantining books, curbside services, answering phones etc.

The 2021 budget was reviewed by the Finance Committee and will be presented at the March meeting.

A chart with current patron statistics was provided in the materials and reviewed.

<<Following the Library Director's update, a motion to accept the Library Director's report was made by Jordan Hyman with Vivienne Pupo seconding and all members subsequently approving.>>

#### **Bills:**

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

<<After review of the bills, a motion was made to accept the bills by Maya Frungillo, seconded by Kristen Ciccimarra and approved.>>

## **Treasurer's Report:**

Ashley Osieja provided an overview of the February 2021 revenue and expenditures.

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

As per the Director's Report, the finance committee met and reviewed the 2021 budget. The Director and Treasurer presented the 2021 budget. Comparison was made to 2020 and some Directors verbally included 2019.

Revenue:<sup>[L]</sup><sub>[SEP]</sub> The Borough Appropriation is based on the tax base (ratables increased)<sup>[L]</sup><sub>[SEP]</sub> 2020 grant included some 2019 carry forward

Grants forward 2020 included funding for 2019 monies secured for computers

Fines are \$0 as previously approved at a Board meeting

Donations increased based on 2021 actuals

Other items decreased due to lack of patrons in the Library due to Covid

Expense:

It was agreed to do a review of Electricity and Gas as the numbers are increasing back to prior numbers

Janitorial increased due to enhanced Covid cleaning

General repairs were decreased to current levels

2020 hardware included the 2019 expenditure on computers (there is a grant to offset)

E-library NJ is a state program

Flipster is a new digital offering that has been included in newsletters

2021 Library staff salary increases were proposed to be at 2.5% (borough staff may be 2.75%).

The increase would be retro-active to January

The increase was 3% in 2020 and the staff was told the percentage / amount was not sustainable

Borough staff % increase was less than 3%

<<A motion for the 2021 staff salary increases to be 2.5% 2021 was made by Kristen Ciccimarra, seconded by Donna Pacifico and approved.>>

<<A motion to accept the 2021 Budget was made by Ashley Osieja, seconded by Kristen Ciccimarra and approved.>>

## **Other:**

The children, adult and community Programs are doing well especially in light of current Covid conditions.

The children's zoom story time, virtual squiggle club and grab & go crafts for kids are still well received

The adult programs are well attended

There are currently 10 members in the book club

Events are captured in the newsletter and the website for patrons to register, [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

**Policy:**

The Meeting Room Policy was reviewed with the update containing final amendments since the last meeting. It was agreed no fees would be collected. And it was noted that the room could not currently be utilized as the room is used to quarantine books.

<<A motion to accept the Meeting Room Policy was made by Marnie Dardanello, seconded by Alison Murphy and approved.>>

**Old Business:**

OPEN

A new version of the website is expected by the next Trustee meeting, perhaps by April 5th

A discussion ensued on the opening of Libraries. Only 4 in Union County are opened - which is important as the Library is connected to the MURAL program, which means opened, other town's residents can come to the Library. At this time, the governor considers the Libraries (and staff) to be non essential buildings. The Library staff are not vaccinated. And Mountainside's Borough Hall is not open. The school libraries have students emails the books or materials needed and it is provided similar to curbside pick up. Some schools are remote for an extra week after Spring Break to allow for quarantining. Therefore, the Library Director and Board agreed to target April 12th for opening; boring and browsing as well as potentially computer use.

The Mountainside school district has reached out around collaborating on a digital archive for the annual graduating class murals. It is envisioned to be an interactive touch screen kiosk with photos and news events. The school would be looking to apply for a grant to finance the project.

The Director is looking into a potential broken crayon drive for the community, perhaps via promoting in a flier or on a bookmark. Donations would potentially be left in a box on a table.

CLOSED

The 2019 fiscal audit was completed by Suplee, Clooney and Company, CPA and circulated to the Board of Trustees via email 2/16/21.

It was agreed that each policy will be reviewed by the Committee and approved by the Board every year.

In follow up to the February discussion on the HEART grant as a funding opportunity for the Library or FOL or to share with monthly library presenters, it was agreed as a potential Library opportunity but not FOL (60 artists, historians and non profit organizations benefited in the 2021 program.

DEFERRED<sup>[SEP]</sup>All Trustees have training obligation - every Trustee commits to 1 hour each year. Once completed, email the Library Director the detail to ensure reporting so the annual required training obligations are met.

The Friends Annual membership drive is in full swing and each Trustees participation is encouraged. It was stated that 90% of programming comes from the FOL so attention to the membership drive is appreciated.

### **New Business**

It was agreed to conduct a review of Electricity and Gas current figures. The Board had done a review in the past to decrease the expenditure and it appears the numbers are increasing back to prior figures.

A 6 month review was performed for the Library Director - all in the positive.

A request was made to close the Library the Saturday of Memorial Day weekend, similar to other Libraries. <<A motion to close the Saturday of Memorial Day Weekend was made by Jordan Hyman with Donna Pacifico and all members subsequently approving.>>

Donna mentioned Local Government Week being April 18th - 24th. The library will be included, with filming being done the end of March. The Director asked for recommendations on potential people to include along with her with the discussion on the libraries reopening Alison Murphy suggested recent Mountainside resident author Kate Motz and Kristen Ciccimarra agreed.

The Director will look into publication on Library events in Renna Medial mailings.

The Director to apply for the second opportunity of the Library Construction Bond Act with a deliverable date of June 4th at 2pm. ADA compatibility is mentioned in this second round.

## OPEN TO THE PUBLIC:

### Friends of the Library

When the community joins the Friends (see donation request above), they will be added to the FOL mailing list.

The FOL guests mentioned they will add 2 additional Adult Programs in March.

History of the Jersey Shore on the 16th at 7pm

NJ State Parks on the 30th at 7pm

The restaurant day is still being worked on.

The Library Board suggested topic around Gap Year for high school students was added to the April programs.

April Adult Programs will include 7pm and 2pm (to accommodate School pick up)

Simplify Weekly Meal Plan April 10th 2pm

Gap Year April 13th at 7pm

Woman Artists in Paris April 19th and 26th at 2pm

The FOL will sponsor the book club and afterwards, the books will go to the book sale.

An adopt a book program is being discussed.

The FOL will be renewing the scholarship program.

Next meeting is scheduled for Monday, April 19th, 2021 at 7pm, to be held via zoom.

A motion was made to adjourn the meeting by Kristen Ciccimarra and seconded by Maya Frungillo at 8:28pm.

All members were in favor.

## APPENDIX:

The 2021 Trustee Library Committees were confirmed.

Friends Liaison\* - Jordan Hyman, Kristen Ciccimarra, Alison Murphy

Policy - Maya Frungillo, Jordan Hyman, Vivienne Pupo and Wendy Fech-Caccamo

Finance - Ashley Osieja, Kristen Ciccimarra, Steve Witt

Technology - Marnie Dardanella , Ashley Osieja, Donna Pacifico

Personnel / Nominating - Marnie Dardanella, Maya Frungillo, Steve Witt

\*Fundraising - Furthering the discussion from the January 27<sup>th</sup> 2020 joint Friends / Trustee gathering and the October 2020 Trustee meeting, a collaborative fundraising forum was formed to “kick around ideas”.

Marilyn, Kathy and Barbara would represent the Friends

Kristen, Jordan and Alison would represent the Trustees

