

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

**Attendees:**

Mountainside Library Director:

Kathryn Brown (KB)

9 Board of Trustees:

7 Members:

Kristen Ciccimarra (KC)

Wendy Fech-Caccamo (WC)

Maya Frungillo (MF)

Tricia Keane (TK)

Alison Murphy (AM)

Ashley Osieja (AO)

Mauro Wolfe (MW)

1 Board of Ed representative: Jordan Hyman (JH)

Viviane Pupo (VP)

1 Mayor representative: Donna Pacifico (DP)

Regrets:

None

Guests:

None

**Governance:**

The meeting was held via zoom, in accordance with Covid-19 restrictions.

Maya Frungillo brought the meeting to order at 7:05pm.

<<The October minutes were shared after Board packet was emailed, comments were provided but approval was not sought; A motion was made to approve the July and September minutes by JH and seconded by KC, all members were in favor.>>

**Library Director's Report:**

STAFF:

The prior Saturday librarian opening was filled by 2 librarians (Leala Arnold and James Fabiano.) who both started. Ms. Arnold is also covering one evening a week for an August leaver.

#### BUILDING & GROUNDS:

The Uno Group bathroom renovations are finished; There is a minor day 2 list with items pertaining to the hand dryer (delayed delivery)

The Director signed the PSE&G proposal to upgrade the library lighting, including brightness. As a reminder, of the proposal of \$27,000, PSE&G would pay 45% as part of their net carton 2030 campaign.

#### TECHNOLOGY:

Nothing to report

#### PROGRAMS:

Fall programming for kids started in October:

- Grab and Go Crafts continue

- Squiggle club has been meeting indoors

- Children story time continues; some indoors and outdoors (weather permitting)

  - The Friends of the Library (FOL) purchased hola hoops for indoors Covid spacing

The adult book club continues to meet outside and will move indoors / zoom / combo in colder weather

The FOL programs continue and will remain through zoom

Great Courses and movies will start in January

There have been no community programs, but is a possibility in the near future, with people utilizing masks

## OTHER:

Audit has kicked off. The Library Director to share the report once received.

FOL Book Sale is scheduled for November 18th - 21st in the media room. The library community room, only this room, will be open Sunday for the final day. Clean up will be Monday the 22nd. Book donations are starting to arrive.

Crayons for recycle program have been sent out

The Director shared the Annual Mayor report that will be used to update the community in 2022.

## GIFTS

There was an in memory gift of \$650.

<<Following the Library Director's update, a motion to accept the gifts was made by AO with WC seconding and all members subsequently approving.>>

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

## **Bills:**

The tally by vendor and individual bills were reviewed.

It was confirmed MF and WC will co sign the bills.

Uno Group final payment was made with actual matching the estimated, \$3,700 overage was requested by the contractor for painting and ceiling tile (should have been part of estimate). The agreed fee was paid so additional conversations could arise,

In answer to a question, electricity is increasing as there is more Library usage and hours.

<<After review, a motion was made to accept the bills by JH, seconded by KC and then taken as approved.>>

**Treasurer's Report:**

Ashley Osieja provided an overview of the current 2021 revenue and expenditures; 81% of the forecasted revenue has been brought in and 79% of the budget has been spent YTD.

Revenues:

As discussed in September, the State Aid is seen in the October revenue reporting.

To align projected and actual, it was asked if the FOL \$5,000 budget and projected monthly could be moved to the Non Operating Friends line below (blank budget but has the actuals)

**ACTION, carried over from July minutes**

Expenses:

The bump in July and September related to the 1/3 bathroom payments to be moved to the reserves line where the budget is held so actuals and budget go onto a line together. **ACTION, carried over from July minutes**

<<A motion to accept the Treasurer's report was made by AM seconded by TK and approved.>>

**Other:**

Events are captured in the newsletter as well as within the website. Patrons can register at [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

The FOL museum pass program restarted in May 2021.

Database and Electronic Media usage was shared; 2020 vs 2021.

The Saturday Library hours appear to be well received with 43 and 61 people recorded in the 1st 2 Saturdays it was offered. And the extension of hours Monday nights as well.

**Policy:**

Social Media Policy was presented at the October meeting with some edits suggested at the beginning to include the social media the Library uses. A revised version was shared.

<<A motion to accept the Social Media Policy was made by VP seconded by KC and approved.>>

**Old Business:**

OPEN

The Mountainside school district (Mrs. Richards retired but is keeping this project) and the Library are collaborating on a digital archive for the annual graduating class murals; an interactive touch screen kiosk at the Library with photos and news events. The school applied for and received a grant to finance the project. Digital images are being collected. The Library is the host location, the school is running the program. A spot was investigated and confirmed by the Director and Mrs. Richards.

Due to water damage from the roof, ceiling tile replacement is being researched. (The current tiles are no longer being manufactured). Borough Administrator to review and decide to keep in-house or outsource.

All Trustees have training obligation, every Trustee commits to 1 hour annually. Once completed, email detail to the Library Director to ensure reporting so the annual training obligations are met. The Library Director emails trainings she has been notified about.

1 year evaluation / feedback to be provided for the Library Director.

It was agreed to keep the staff lounge area designated for staff only. Water cooler jug expenses may need to be absorbed by Library

An updated 3D printer marketing campaign to begin on the website and social media.

#### DEFERRED

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.

Some website suggestions were made with regard to the screen search capability and matching the newsletter (colors, logos) with the website. This can be done along with the ordering of new library cards, but right now as there are a lot in the library's possession.

The November meeting was held virtual, this will continue to be revisited re Covid.

#### NEW BUSINESS

A vote on the continued use of mask wearing inside the library is needed (agreed thru January 2022 with Governor ordinance and the Westfield Board of Health (shared Board of Health) is also requiring masks). The statement will be above the library counter as well as on website for all to see.

<< JH made the motion with WC seconding and all trustees were in favor >

Maya Frungillo term ending at the end of December, she is not rejoining so her Trustee spot as well as President role is open.

Trustees asked to let Alison Murphy know if there is an interest to serve on the Executive Board - to be voted on at the December meeting

And Trustees are asked to send Alison first, second and third committee choices, committees to be announced in January.

Annual Library wish list is being prepared to present at the November FOL meeting.

OPEN TO THE PUBLIC:

No public comments

Next meeting is scheduled for December 20 at 7pm.

A motion was made to adjourn the meeting by DP and seconded by AM At 8:13pm All members were in favor.

APPENDIX:

The 2021 Q4 Trustee Library Committees:

Policy - Alison Murphy, Jordan Hyman, Vivienne Pupo and Wendy Fech-Caccamo

Finance - Ashley Osieja, Kristen Ciccimarra, Mauro Wolfe

Technology - Kristen Ciccimarra, Ashley Osieja, Donna Pacifico

Personnel / Nominating - Tricia Keane, Alison Murphy, Jordan Hyman, Vivienne Pupo