

Mountainside Public Library
Board of Trustee Meeting Minutes
December 2021

Attendees:

Mountainside Library Director:

Kathryn Brown (KB)

9 Board of Trustees:

7 Members:

Kristen Ciccimarra (KC)

Maya Frungillo (MF)

Tricia Keane (TK)

Alison Murphy (AM)

Mauro Wolfe (MW)

1 Mayor representative:

Donna Pacifico (DP)

Regrets:

Wendy Fech-Caccamo (WC) Ashley Osieja (AO)

1 Board of Ed representative: Jordan Hyman (JH)

Viviane Pupo (VP)

Guests:

None

Governance:

The meeting was held via zoom, in accordance with Covid-19 restrictions. Maya Frungillo brought the meeting to order at 7:04pm.

<<A motion was made to approve the October minutes by DP and seconded by AM; all members were in favor.>>

<<A motion was made to approve the November minutes by AM and seconded by MW; all members were in favor.>>

Library Director's Report:

STAFF:

New Hire Gale Benn started in mid December replacing Michael Costante. She was previously at the Springfield Library which closed due to flooding.

BUILDING & GROUNDS:

The Uno Group restroom renovations are complete. There is a day 2 list with an item pertaining to the hand dryer (delayed delivery with supply chain issues).

There is a parking lot lighting upgrade project thru the Borough's Building and Grounds Department.

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

TECHNOLOGY:

Watts Grant 7,000 was applied for in order to get more digital materials, waiting upon decision.

- Flipster 1,500

- Canopy like hoopla (great courses)

- Hoopla on line for ebooks / movies

- Library aware

PROGRAMS:

Children's programming moved into the meeting room.

- Grab and Go Crafts continue as a big hit

- Squiggle club and Children story time meeting indoors

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

The adult book club continues to meet through zoom into February

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:

The annual Audit was completed and the Library Director shared the annual Audit report between meetings.

Friends of the Library:

1. The FOL fall 2021 book sale was a success. All 1,600 books sold or moved out of the library as we do not have storage ability in current set up. This time, the sale introduced being open on Sunday for first time. The FOL did not like this and prefer Monday.
2. Proposed Spring Book Sale dates are March 17-21.
3. Spring boutique planned for April 28th and ending May 2nd.
4. The would also like a Winter Holiday Boutique November 3rd - 7th.
5. The Library Director provided the 2022 Wish list, with is included in the Trustee pack and will be discussed by the FOL at the January meeting.

The Library is participating in a Food drive sponsored by the Libraries of Union County through December 17th to be donated to the Rahway Food for Friends.

Girl Scout Troop 40690 is collecting clothing for Veterans in front entrance until December 29th.

Museum passes and visitor count figures were discussed.

GIFTS; There were no gifts to report this month.

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

Bills:

The tally by vendor and individual bills were reviewed. AO and MF will co-sign the bills.

Uno Group final payment was paid with actual matching estimated, The contractor requested an additional \$3,700 for painting and ceiling tile (should have been part of estimate). Trustees agreed to be paid in December bills review.

<<After review, a motion was made to accept the bills by DP, seconded by AM and approved.>>

Treasurer's Report:

An overview of the current 2021 revenue and expenditures was presented

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

Other:

Events are captured in the Library's newsletter as well as online in the Library's website. Patrons can register at info@mountainsidelibrary.org.

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

Policy:

The Weather Emergency Plan Policy was presented.

<<A motion to accept the Policy was made by KC seconded by AM 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 in the Library 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). Building and Groups is not able to fix the damaged ceiling tiles. A contractor will look into and provide an estimate.

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.

The 1 year Library Director evaluation to be provided; Draft being worked on by AM and MF.

Signing privileges to be executed in January to include the new trustees.

DEFERRED

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.

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.

Trustee meetings will continue to be held virtual, this will continue to be revisited re Covid.

NEW BUSINESS

2022 Trustee meeting dates were discussed and approved, noting changes for Jan, Feb and June.

<<A motion to accept the meeting dates was made by KC seconded by DP and approved.>>

Library Holidays for 2022 (including Juneteeth) were reviewed. Proposal was made to make Juneteeth Monday June 20th a holiday and give back Columbus Day October 10th.

<<A decision was made to defer as the BOW representatives were not on the call.>>

The Library staff and Director agreed to reopen Tuesday and Thursday am starting January 18th. This will allow the opportunity for more children programming.

Cheryl is currently paid 2 different salaries \$16.40 / \$25.63 for the 2 different roles she performs.

Proposal would be on salary at \$18, which is about the average.

<<A motion to accept the change was made by TK seconded by AM and approved.>>

A \$227,347 Trust from Mr. Robert Kaepfel was received and will go into reserve monies indefinitely (not specific to a program or project). The Trustees were very appreciative of the gesture.

2022 Executive Board:

President - Alison Murphy

Vice President - Wendy Fech-Caccamo

Secretary - Kristen Ciccimarra

Treasurer - Ashley Osieja

<<A motion to accept the change was made by DP seconded by MW and approved.>>

The 2022 Trustee Library Committees:

Policy - Jordan Hyman/Vivienne Pupo, Wendy Fech-Caccamo, TBA

Finance - Ashley Osieja, Kristen Ciccimarra, Mauro Wolfe

Technology - Ashley Osieja, Donna Pacifico, TBA

Personnel / Nominating - Tricia Keane, Jordan Hyman/Vivienne Pupo, Kristen Ciccimarra

CLOSED BUSINESS

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.

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).

It was agreed to keep the staff lounge area designated for staff only. Water cooler jug expenses are on the Wish List provided to the FOL.

An updated 3D printer marketing campaign was done in October, had a screen going by, on website on the website and social media.

OPEN TO THE PUBLIC:

No public comments

Next meeting is scheduled for January 24th at 7pm via zoom.

A motion was made to adjourn the meeting by DP and seconded by AM At 8:06pm All members were in favor.