

Mountainside Public Library  
Board of Trustee Meeting Minutes  
February 2022

**Attendees:**

Mountainside Library Director:

Kathryn Brown (KB)

9 Board of Trustees:

5 Members: Alison Murphy (AM) Tricia Keane (TK) Mauro Wolfe (MW)  
Alex VanDeusen (AD) Ashley Osieja (AO)

1 Board of Education Representative: Viviane Pupo

Regrets: Kristen Ciccimarra (KC) Wendy Caccamo (WC)

1 Mayor representative: Donna Pacifico (DP)

Guests: None

**Governance:**

The meeting was held via zoom in accordance with Covid-19 precautions. Alison Murphy brought the meeting to order at 7:06pm.

The Board dispensed with the reading of the January minutes since they were not available. Therefore, no motion to approve was made. They will be reviewed and approved in the March Board of Trustees meeting.

**Library Director's Report:**

**Staff:** nothing noteworthy to report

**Building and Grounds:** Repair work for replacing the water damaged ceiling tiles in the children's area/all ceiling tiles was begun by calling the repair service recommended by Borough Hall. KB is waiting for company to contact her back for visit and estimate for the project.

**Technology:** Star Ledger link was added to library homepage. Kanopy will be uploaded but has not yet as of this meeting due to server process issues. The subscription timeframe will not begin until Kanopy is installed and running.

**Programming:** In person programming resumed. Children's programs are successful. Adult programs off to a slow start but book club will continue, both in house and via Zoom. FOL sponsored programs continue to be presented via Zoom.

**Friends of Library:** March Booksale scheduled for 3/17-3/21; donations accepted starting 3/12. They have also scheduled a Spring Boutique for 4/28-5/2 and collection boxes have been placed in Library lobby.

**Gifts:** No gifts to report this month.

Once the Library Director's report was complete, a motion was made to accept the report by MW with AO seconding and all members subsequently approving.

**Treasurer's Report:**

**Bills:**

Monthly review of expenditures by AO explained that \$7.0K increase over projection was one time result of heating bills directly tied to weather and generator usage when power went out. AO will continue to monitor going forward. PSE&G increase over last year due to Library being closed by Covid.

The tally by vendor and individual bills were reviewed. KC and AO will sign the bills.

Motion to accept the bills was made by AO and Second by AV. All members approved.

Meeting was moved into closed session to discuss annual budget.

**Budget 2022:**

The library director (KB) provided the NJLA Minimum Starting Salary Recommendations recap for the board to utilize to compare suggested rates to current employee rates. KB provided a recap of library annual salary increases compared to borough hall annual salary increases from 2018 through 2021 to utilize in decision making process for employee rates. KB also provided a summary recap of Mountainside Library employees by individual name/title compared to NJLA salary recommendations. After much discussion, the decision was made to increase non-professional hourly employees by \$1.00, and augment professional and full time employees by 2.5% of the annual income. The suggested changes resulted in a total library personnel salary budget of \$334.1k and \$471.0k overall personnel budget for a 1.4% increase over last year actual expense.

The question of whether performance or merit reviews were used was brought up by MW. They are not currently utilized.

It was suggested that the finance committee could create a method for evaluating employee salary rates for both hourly and salaried personnel in a structured format so that annual compensation reviews were based on specific quantifiable metrics.

MW offered a note of thanks to KB for her extensive research regarding employee rates so that the board could make an informed decision.

A motion to approve the budget was made by MW and seconded by AO. All members approved.

**Policy:**

The Emergency Closing policy was recovered by KB in library documents. It was reviewed, edited to include temperature thresholds and time frames, and presented to the board for review. A suggestion was also made to include the method for notification of closure on the library website. The Policy will be resubmitted at the March meeting.

**Old Business:**

The Trust from Mr. Robert Kaeppel was referenced but has not been received by the library as of yet.

**New Business:**

Mask procedure was revised starting March 7 to be "Masks Requested, not Required".

The library will continue to prohibit food and drink within the library and meetings rooms, but this policy will be reviewed on a monthly basis by the board as there may be some interest in allowing refreshments during the movies shown in the meeting room.

Social distancing will still be recommended and encouraged.

Tutoring will be reinstated as of 3/7 in an effort to return the library to full functionality and service to the community.

VP requested that KB mention to the FOL in their next meeting that the Deerfield School performance of SpongeBob was available to Mountainside senior citizens for no fee on 3/10 at 5:00pm.

Signature cards still needed to be completed by most board members. They were requested to stop by the library and work with Cheryl Fiumefreddo to provide signatures so that these members could be included for check signature status.

MW revisited the IT expenditure conversation. AV works for Amazon and will research internet service provider opportunities. He will meet with KB separately to learn the scope of library IT service needs and try to identify any opportunities.

A motion was made to adjourn the meeting at 8:07 was made by AV, seconded by AO and approved by all.

Meeting was adjourned at 8:07

Submitted by Alison Murphy

