

Meeting Minutes

Mountainside Public Library

February 27, 2023

Attendees: 5 Members

Alison Murphy (AM)

Tricia Keane (TK)

Val Wass (VW)

Ashley Osieja (AO)

Michael Goodwin (MG)

Board Of Education Representative

Library Director: Tammy Shaw

Regrets Kristen Ciccimarra

Donald Rinaldo

Donna Pacifico

Mayor Representative

Alex Van Deusen

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:08pm.

The new members of the Board including Val Wass and Michael Goodwin were sworn into office.

The Sunshine Act was read into the meeting.

February meeting minutes were not available so will be reviewed for approval when submitted.

Library Director's Report:

An estimate was accepted for the roof/facia repair in the front eaves of the entryway and repairs will begin in the ensuing week.

Personnel: The scope of this category was comprehensive so was tabled to be addressed in the budget/new business segment. As such, a "Rice" notification was sent to MPL staff prior to the scheduled Board meeting to insure that all employees were made aware that pay structures would be reviewed, discussed and amended. No staff members attended; the meeting remained in closed session to discuss the budget and staff pay scales.

Library hours of operation were evaluated and the Director made recommendations to alter the schedule based on foot traffic. The new schedule reflects a 9:30am opening every day, 8:00pm closing on Monday and Thursday, 6:00pm closing on Tuesday and Wednesday and 5:00pm closing on Friday and Saturday. Revised hours will be in effect for Spring. A motion to approve was presented by AO and second by TK; all approved. Motion passed.

Friends of the Library passed the annual operating budget and will continue to provide programs and services. Book sale will occur week 1 March.

Finance: An in-depth analysis of current pay rates, projected personnel needs and cost-saving techniques was presented by the Library Director to the Finance Committee one week prior to the Board meeting. Pivoting toward more outward facing expenses, reducing the per person expenses for the Mountainside population and recalibrating pay scales to align more closely with NJLA minimum standards while negotiating a 40% reduction in technology costs were strategies reflected in the budget proposed by the Library Director. After lengthy discussion, the motion to approve the budget was made by MG and second by VW. All were in favor, so the budget was passed.

The Director proposed the addition of a Social Media Liaison to the staff budget to address the changing methods of marketing, publicity and TK. All in favor so motion was passed.

The treasurer's report was reviewed and a motion to approve the monthly recap was made by VW and second by MG. All in favor so approved.

While the Bill Summary was omitted from the report, the treasurer was able to review the recap which tied to the monthly report. As such, the Bills were reviewed and a motion to approve was made by VW, second by MG and approved unanimously. AM and TK signed the bills.

New Business:

Committee assignments were reviewed by AM and current Board members. The sub committees were evaluated and "Fundraising" and "Technology" were removed and "Buildings and Grounds" was created. All Board members were requested to participate in at least 2 sub committees.

Conversation was surfaced by the Director regarding Consortiums and recommendations for further review as part of a Strategic Planning initiative were made. Funds are currently available from Union County to offset the cost of joining and It was suggested that an outside consulting firm assist with the development of a strategic plan and that Watt's Foundation money may be available to fund this endeavor.

A motion to adjourn was made by AO and second by VW; the meeting adjourned at 8:24pm.