

Mountainside Public Library

Board of Trustee Meeting Minutes

June 2021

Attendees:

Kathryn Brown (KB) Kristen Ciccimarra (KC) Maya Frungillo (MF) Jordan Hyman (JH) Alison Murphy (AM) Ashley Osieja (AO) Donna Pacifico (DP)

Regrets:

Wendy Fech-Caccamo (WC), Vivianne Pupo (VP), Marnie Dardanello (MD)

Guests:

Dayle Treece

The meeting was held via a zoom video call in accordance with Covid-19 restrictions. At this time, the community room is not big enough to hold all members, socially distance and quarantine the library items.

Governance:

Maya Frungillo brought the meeting to order at 7:02pm.

<<April's minutes, noting minor edits, were approved by AO, seconded by AM and with all in favor.>>

<<May's minutes, noting minor edits, were approved by JH, seconded by AM and with all in favor.>>

Library Director's Report:

STAFF:^[1]_[SEP]A Staff meeting was held June 3rd.

The library has expanded in person services to allow for newspaper and magazine reading, for up to 1 hour per day.

Although the NJ Governor has lifted the indoor mask mandate as of Friday May 28th, masks will still be worn inside the library, the staff is currently more comfortable that way and the Trustees agreed to await the decision for schools in September.

A daily visitor report was shared with the Trustees noting increased attendance as parents and children are coming in, getting more books.

BUILDING & GROUNDS:

The Uno Group, Joe Gagliano, visited the library June 21 regarding the bathroom projects. A renovation

estimate is expected to follow.

Due to water damage from the roof, ceiling tile replacement is being researched. It appears the current tiles are no longer being manufactured so this might be bigger project than just single replacement.

TECHNOLOGY:

The new website maintenance fees will be \$480 per year (the previous maintenance costs were \$80 a month or \$960 annually). The Friends of the Library (FOL) have graciously agreed to continue to pay these fees.

PROGRAMS:^[1]_[SEP] Summer reading program kicked off June 21st with a theme of Tails and Tales, open to all ages with registration process on the library website.

The 2 Adult FOL programs held in the later half of May were well received.

There were also 2 Adult FOL programs held in early June.

The book club continues to meet and there was adult yarn play.

OTHER:^[1]_[SEP] The FOL had a successful outdoor book sale April 29th and 30th, raising \$298.

The FOL expanded outdoor sale, held June 11th and 12th, was also successful.

During the summer, starting July 2nd, there will be no Saturday library hours, as has been customary.

GIFTS

None to note

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

Bills:

It was confirmed Maya Frungillo and Ashley Osieja will co sign the bills.

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

Treasurer's Report:

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

In the revenue section, to align projected and actual, it was noted the FOL \$5,000 and projected monthly will be moved to the Current Year Friends line below which is blank in this report but has the actuals. Of the \$3.086

YTD total, only \$1,845 has been spent leaving \$1,200 additional

The expenditure page was broken out to include paid from the operating budget as well as FOL monies spent. For May reporting, the FOL monies references adopt a book as well as maintenance of the website.

This month, the Library has collected \$2,500 less than what it has spent.

The YTD revenue is slightly more than the YTD spend.

Cheryl Fiumefreddo and AO are reviewing the Electricity and Gas current figures and looking for other alternatives such as an energy auction. The Board had done a review in the past to decrease the expenditure and it appears the numbers are increasing back to prior figures. It is too early for the gas segment but electric can be done in 2021.

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

Other:

Events are captured in the newsletter as well as within the website. Patrons can register at info@mountainsidelibrary.org.

Grab and Go, Cuddle Story time and Family Story time continues.

There were no community programs.

Museum pass circulation restarted in April with activity commencing in May with interest in the Montclair Art Museum.

Policy:

Prior to the meeting, the Policy Committee reviewed the Sick Leave Policy and then presented for approval, noting no amendments,

<<A motion to accept the Policy was made by KC, seconded by AO and approved.>>

Additionally, the Policy Committee presented the Copy, Print, Fax Policy for approval, noting no amendments,

<<A motion to accept the Policy was made by JH, seconded by DP and approved.>>

Old Business:

OPEN

The Mountainside school district (Mrs. Richards retired the end of the school year) reached out around collaborating on a digital archive for the annual graduating class murals. It is envisioned to be an interactive touch screen kiosk at the Library with photos and news events. The school applied for a grant to finance the project which was approved. Digital images are being collected. Again, the Library is the host location, the school is running the program.

The Director initiated a broken crayon drive for the community with donations to be left in a box on a table. The project will conclude once the box is full.

CLOSED

Confirmed that the new website maintenance charges of \$480 a year will continue to be paid by the Friends of the Library. Previous costs were noted as \$960 per year (\$80 per month).

Four signers are required on the Valley National Bank signature forms. With Steve Witt retiring, a new signing card is needed for officer signors. Wendy Fech-Caccamo offered to be the 4th along with Maya Frungillo, Kristen Ciccimarra and Ashley Osieja. Wet signatures as well as a copy of the drivers license was required. Drivers license were not needed and subsequently shredded. This has been actioned.

Last month's unemployment insurance figure was questioned as the number dropped in April from \$42,000 a month to \$37. This was resolved in the May reporting and noted as a typo.

DEFERRED^[SEP]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. Currently, 3 hours have been logged. The Library Director does share trainings she is aware of (6/16, 6/22 as examples).

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.

NEW BUSINESS

A vote on the continue of mask wearing inside the library is needed. The statement will be above the library counter as well as on website for all to see.

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

The current page, Megan Leick, resigned with an end date of July 23rd. She was working 4 hours a week. The role will be replaced by utilizing the current applications the library has with a few weeks of overlap for training purposes. A library page is responsible for sorting and shelving books.

The Uno Group was in the same date as the meeting and will provide an estimate. It was agreed they would get the bid. The Trustees agreed to allow the contractors to come into the library on weekends (closed over the summer so good day to work) with the suggestion they sign in so the foot traffic can be documented.

MD resigned as the family is relocating therefore leaving an additional opening within the Board of Trustees (other opening is from Steve Witt relocating as well). Trustees are encouraged to share recommendations with DP.

OPEN TO THE PUBLIC:

Friends of the Library:

There will be one additional FOL in July and then nothing in August. Programs will resume in September.

Events are captured in the newsletter and the website for patrons to register, info@mountainsidelibrary.org.

The annual Deerfield FOL scholarship winner was awarded at the 8th grade graduation.

The FOL meeting is June 28th and then will restart meetings in September.

The annual FOL newsletter will be going out shortly via postal mail. The MAR assists in the collation of the materials.

Following the prior pop up book sale, there was a June outdoor book sale, not just limited to paperbacks on June 11th-12th from 10am-4pm that was also successful raising \$1,049. The FOL thanked all the volunteers, including the students, for assisting.

Plans for a September book sale and November boutique are underway.

It was noted by the Library Director that the community room needed to be cleaned up by the FOL in order to start in person programming ASAP. The Trustees requested pictures - after the meeting, upon receipt of the pictures on 6/22, the trustees agreed on the clean up of the room.

No other public comments

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

A motion was made to adjourn the meeting by JH and seconded by KC. All members were in favor.

APPENDIX:

The 2021 Trustee Library Committees:

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 27th 2020 joint Friends / Trustee gathering and the October 2020 Trustee meeting, a collaborative fundraising forum was formed to “kick around ideas”.

Sandy would represent the Friends

Kristen, Jordan and Alison would represent the Trustees