

**Minutes of the December 12, 2022  
Montclair Public Library Board of Trustees Meeting**

The 2173rd meeting of the Montclair Public Library Board of Trustees was held on Monday, December 12, 2022 at 7:00 p.m. hybrid in accordance with New Jersey Law.

The meeting was called to order by President JoAnn McCullough at 7:09 pm.

Roll Call:

Board Members Present: JoAnn McCullough, Presiding, Theodore Graham, Diana Lunin, Lois Whipple, Wilfred Adkins, Marcos Vargas, Brian Clarkson and Geoffrey Borshof

Library Staff Present: Director Janet Torsney, Assistant Director Selwa Shamy

Library Staff Absent: Recording Secretary Linda Welch

Open Meetings Act:

President JoAnn McCullough announced that the meeting was in compliance with the Open Meetings Act. Notice of this meeting was posted on the Library website, in the Library, at the Municipal Building and advertised in the Star Ledger. Notice of the change of venue to an Hybrid meeting was posted on the library website.

Approval of Minutes:

The Minutes of the November 21, 2022 meeting stood approved as amended. Diana Lunin made the motion, Brian Clarkson seconded, unanimously approved.

Presidents' Report:

JoAnn McCullough reported that the Executive Committee met on December 5, 2022 to discuss the agenda and Board vacancies.

Wil Adkins announced that he will not continue his term.

Resolution #22-57 Adoption Of 2023 Staff Salaries

Whereas, the audit of the library finances performed by Vinci, Lurch, and Higgins in accordance with NJSA 40A:5-4 and accepted by this body with the passage of Resolution #22-46 found no irregularities, improprieties, or deficiencies in the financial management of the library, and

Whereas, the audit recommended the Board of Trustees adopt an individual resolution for staff salaries and wages in addition to the adoption of the budget, and

Whereas, the Board of Trustees are committed to transparent finances, and

Whereas, the Board adopted the FY23 Budget with an oral vote on October 17, 2022;

Therefore Be It Now Resolved by the Board of Trustees of the Free Public Library of Montclair that the salaries and wages for employees specified in the FY23 budget are adopted as listed in "Attachment A: MPL 2023 Salary Levels" and are incorporated into this resolution, and

Now Be It Further Resolved that the same salary schedule empowers the Library Director to fill vacancies and create new positions as necessary within the budgetary guidelines and financial constraints.

Diana Lunin moved approve Resolution #22-57 Adoption of 2023 Staff Salaries and Theodore Graham seconded. The motion was carried unanimously.

Treasurer's Report:

Lois Whipple presented the Treasurer's Report:

Lois Whipple moved for the Resolution #22-58 Approving the Bills and Payables between the November 21, 2022 and December 12, 2022 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Geoffrey Borshof seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #22-59 Pre-Approving Bills and Payables due between the December 12, 2022 and January 9, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Diana Lunin seconded. The motion was carried unanimously.

Wilfred Adkins moved for the adoption of Resolution #22-60 Approving the November Bank Bank Reconciliation Statements and Brian Clarkson seconded. The motion was carried unanimously.

Reports from Support Organizations:

Montclair Library Friends: Ed Robin reported that they will focus next year's effort on staffing OBOM check ins; participating in building, strategic planning and capital efforts through designated volunteer Louise Nevin; and working on an expanded lunch program. They are also considering resuming library tours.

Friends of Bellevue Avenue Library, Inc.:

Ilmar Vanderer presented a \$2,000 contribution from FBAL's fundraising efforts over the last year and half. He thanked the Library staff and board for their leadership and support.

MPL Foundation: Vice Chair Emily Hagen reported.

The Annual Appeal kicked off on November 1. We have raised over \$85,000, \$125,000 short of the \$225,000 target and about 80% of where we were last year at this time. Foundation staff and Board are currently engaged in targeted personal outreach to

assigned contacts as well as donors who gave last year but have not yet made a contribution in 2022.

The April 27 Gala will honor David Jones and Jennifer Dorr-Moon, founders of OpenBook /Open Mind. The Gala committee is currently pursuing sponsorships for the event, and collecting high-interest auction items including a trip to Florence, Italy and tickets to the red-carpet premiere of the film *Insidious: Fear the Dark*. Gala tickets are expected to go on sale in January.

Tim O'Brien announced his resignation from the MPL Foundation Board effective December 31, 2022 after 5 years of service. He is joining the board of Spectrum 360, which supports people with autism.

The Foundation recently learned that a grant of \$3,500 has been awarded from the Whitehill Foundation, in support of programs for neurodiverse teens and young adults, as well as year-round children's collection enhancement for children with dyslexia and other special needs. We are awaiting word on a Creative Aging grant proposal that was submitted to the NJ State Council on the Arts in late September for \$10,000.

#### Library Report:

Assistant Director Selwa Shamy reported that

- Cleaning Company RFP - Bids will be collected through December 21 at 3:00 p.m.. We should have someone in place by the beginning of February.
- At the Main Library recently, a few patrons complained about getting bug bites and a rat was spotted on the first floor on Sunday, December 4. Tim disposed of a rat he found in the garage the next day. Our exterminator did a preventive bug treatment and installed rodent traps in the garage.
- A Community Kwanzaa Celebration has been hosted at the library since 1989. This year marked the first year since 2019 that the entire celebration was held in-person. In addition to what is listed below, Island Magic twisted balloon creations for children and performed magic tricks while kora and vibraphone musicians entertained in the lobby.
  - 11 vendors comprised the Ujamaa Market which was held inside due to rain. Almost 200 people made their way through the market throughout the day.
  - The programs were exceptional. Kwanzaa Legacy: a Presentation on the Seven Principles attracted over 50 people. Kwanzaa Ancestors: a Tribute to Paula "Mama Yaa" McCoy attracted over 25 people, many friends and family members and included African drummers.

#### Library Director Janet Torsney reported

- There was much added value to our 2022 grants: from new computers and Spanish-language materials to improved status and outreach.
- She reported on the federal e-rate program which could cover over \$100,000 in routers, switches, cabling, firewall, software and maintenance through 2025

- Important because the switches alone (@\$5000) on our network are more than 10 years old
- In order to receive these funds some filtering is required to meet CIPA regulations
- Evaluated gate, people counter and self-checkout options and determined switching to leasing was the best option in terms of price and quality.
- Met with many community leaders
- Consulted with lawyer about café space plans
- Reaching out to Township engineer about HVAC and BAB water-damage studies. Will do RfP in January if they cannot help.

Old Business:

- Geoffrey reported that he has made progress on the strategic plan. He will share the name of committee members and plans.

New Business:

Resolution #22-61 Biblioteca Patron-Count And Self-Checkout Equipment

Whereas, the Montclair Public Library has been a satisfied bibliotheca customer since 2013; and

Whereas, bibliotheca provides certain products that are unique to the library market, and as such, can only be acquired through bibliotheca; and

Whereas, the Montclair Public Library uses bibliotheca's RFID Gate Premium and associated software, the open+ count program counting solution and selfCheck 500 associated with quick Connect Interface software in both buildings; and

Whereas, a review of leasing versus purchasing options found considerable savings and improved upgrades, services and maintenance by entering into a 5-year leasing agreement at the rate of \$14,566; and

Whereas, there are available funds in the FY23 Budget adopted by the Board on October 17, 2022;

Therefore Be It Now Resolved by the Board of Trustees of the Free Public Library of Montclair approves entering into a 5-year agreement with bibliotheca, as outlined in the attached order form for \$14,566.21 per year.

Brian Clarkson moved to accept Resolution #22-61 Biblioteca Patron-Count and Self-Checkout Equipment, Wilfred Adkins seconded. The motion was carried unanimously.

Public Comment: None

Adjournment:

At 8:31 p.m. JoAnn McCullough moved to adjourn the Board of Trustees meeting and Brian Clarkson seconded. The motion was carried unanimously and the meeting was adjourned.