

**Minutes of the April 17, 2023
Montclair Public Library Board of Trustees Meeting**

The 2177th meeting of the Montclair Public Library Board of Trustees was held on Monday, April 17, 2023 at 7:00 p.m. in accordance with New Jersey Law.

The meeting was called to order by President JoAnn McCullough at 7:00 pm.

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.

Roll Call:

Board Members Present: JoAnn McCullough, Presiding, Theodore Graham, Marcos Vargas, Brian Clarkson, Geoffrey Borshof, Diana Lunin, Andrew Silver and Lilian Ferguson

Board Members Absent: None

Library Staff Present: Director Janet Torsney, Assistant Director Selwa Shamy, and Recording Secretary Linda Welch

Swearing In of new Trustees

JoAnn McCullough conducted the swearing in of new trustee, Lilian Ferguson.

Approval of Minutes:

The Minutes of the March 20, 2023 meeting stood approved. Theodore Graham made the motion and Diana Lunin seconded. The motion was carried unanimously.

Presidents' Report:

JoAnn McCullough:

- Reported that the Executive Committee met on April 10 to discuss the agenda
- On April 12 the Town Council issued a Montclair Library Day Proclamation.

JoAnn McCullough presented:

Resolution #23-20 Approving Circulation Policies For The Library Of Things (Circ-11) And The Seed Library (Circ-12)

Whereas, in its continuing efforts to expand circulating materials, the Montclair Public Library Board is launching a Library of Things and a Seed Library; and

Whereas, each of these initiatives require specific policies in regard to procedures and fines; and

Whereas, Library staff have consulted with our legal advisor to develop Circulation Policies for the Library of Things (CIRC-11) and the Seed Library (CIRC-12).

Now, Therefore, Be It Resolved by the Library Board of Trustees, Township of Montclair, County of Essex, State of New Jersey, approves the proposed Policies for the Library of Things (CIRC-11) and the Seed Library (CIRC-12).

Theodore Graham moved to accept Resolution #23-20 Approving Circulation Policies For The Library Of Things (Circ-11) And The Seed Library (Circ-12) Diana Lunin seconded. The motion was carried unanimously.

Treasurer's Report:

Brian Clarkson presented the Treasurer's Report:

Brian Clarkson moved for the Resolution #23-21 Approving the Bills and Payables between the March 20, 2023 and April 17, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and JoAnn McCullough seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #23-22 Pre-Approving Bills and Payables due between the April 17, 2023 and May 15, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and JoAnn McCullough seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #23-23 Approving the March 2023 Bank Bank Reconciliation Statements and JoAnn McCullough seconded. The motion was carried unanimously.

Reports from Support Organizations:

MPL Foundation: None

Montclair Library Friends: *Ed Robin*

- Welcomed new Trustee Lilian Ferguson
- The first Montclair Public Library tour was conducted on April 13. The tour guide was former Head of Borrowers Services Dept. Dawn Quinn.
- The Friends continue to volunteer for the Open Book/Open Mind events.
- Attended the Town Council Meeting on March 27 to advocate for the Library Budget.

Friends of Bellevue Avenue Library, Inc.: Cordelia Siporin

- The Friends will be having their next book sale in May.
- Expressed her interest in the Library of Things and Seed Library.
- Thanked Brian Clarkson for tickets to the Lit Gala.

Library Report:

Assistant Director Selwa Shamy reported that:

Building

- ADA Bathroom Project - Selwa accompanied representatives from the architect firm Musial Group and five contractors for a site visit on April 5. Contractor bids were due at the township on April 14 at 3 p.m. Linda Welch was present. Work needs to be completed by June 30 of this year. This project will be going out for rebid.

Schools

- Library Cards and Resources - Teens are working with head librarian Harriet Parker to coordinate distribution at the high school. Teachers are also being encouraged to get their own library cards and are being informed about the library's resources.
- High School Internship Program - The senior internship program is five weeks instead of six this year. One student will be placed at the main library starting in May.
- Jodi Silverman and Selwa represented the library at the Nishuane School Healthy Minds- Healthy Bodies Fair on Saturday, April 15.

Services

- AARP completed their residency in the main library auditorium, which began on February 1 twice a week until April 13. They provided free tax assistance to the community.
- Olivia Artis, social work intern from Montclair State University, will complete her internship on April 17, she has been with the library since September 2022. Olivia has connected people, including refugees, needing assistance securing food, medical insurance, rental aid, housing, unemployment benefits, clothing, Green cards, utility bill financial assistance, and temporary shelter. She will be missed!
- A Disability Resource Fair on April 6 was organized by Jodi Silverman with assistance from Olivia Artis. Representatives from Social Security, NJ Division of Vocational Rehabilitation Services, Inroads to Opportunities, and the SPAN Parent Advocacy Network presented resources to assist emerging adults with disabilities.

Library Director Janet Torsney:

A team from the Hackensack Library came to visit the Montclair Public Library as part of their renovation plan. They were so impressed with the quality of our spaces and our staff and how many parts of the community were so happily using our library.

Open Book Open Mind

- There has been a lot of planning around the Michelle Zauner event which took place on April 15. This was a big step forward in terms of the youth and eagerness of the audience and size of the event. We're looking forward to applying what we learned to the Colson Whitehead event in September.
- Also had a great event with Robert Pinsky that brought poetry back into the mix.

Foundation

- MPLF provided funding to put Bellevue Avenue Branch library on the Upper Montclair map. A party will be held at BAB on May 17 to launch it.

Building

- Janet talked to Beth Eckenrode of the Auros Group, which specializes in comprehensive plans of buildings, particularly historic and old buildings. She was referred to us by Rona Cohen, a national sustainable energy leader based in Montclair.
- The Building Committee is reviewing RfQs for HVAC and water-remediation at BAB.

Township, Mayor, Council

- Worked with Councilmember Price Abrams on proclamation declaring April 27 Montclair Library Day.
- Q2 mandated payment of \$819,498.75 received.
- Councilmember Price Abrams will have her ward meeting at MPL on April 24.
- Mobile DMV did not take place due to parking/street issues.

We continue to grow very energetically.

- Our first quarter door count for 2023 was 44,524; Q1 2022 was 20,099.
- Program attendance for the first quarter of 2023 was 4,727; Q1 22 was 2,765.
- Circulation for Q1 23 was 96,886; Q1 2022 was 79,282.

Old Business:

Strategic Planning Committee Report - Geoffrey Borshoff

The Strategic Planning Committee has been working on a survey breaking down specific goals by priority. Members of the committee, which include community members, answered the questions on the survey. The categories included buildings, community, finances, materials, people and programs/services.

Building Committee Report - Brian Clarkson

The Building Committee sent out an RFQ (request for qualifications) to replace the HVAC system and for branch work. HVAC will be more complicated, looking at investment opportunities to get a new roof, etc.. There is money for the branch so that project will move forward -- the main focus is water abatement.

New Business:

Public Comment: Cordelia Siporin expressed her interest in becoming a member of the Strategic Planning Committee.

Adjournment:

At 8:50 p.m. Lilian Ferguson moved to adjourn the Board of Trustees meeting and Brian Clarkson seconded. The motion was carried unanimously and the meeting was adjourned.