

**Minutes of the June 12, 2023
Montclair Public Library Board of Trustees Meeting**

The 2179th meeting of the Montclair Public Library Board of Trustees was held on Monday, June 12, 2023 at 7:00 p.m. in accordance with New Jersey Law.

The meeting was called to order by Vice-President Theodore Graham at 7:07 pm.

Open Meetings Act:

Vice-President Theodore Graham 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:, Presiding, Theodore Graham, Diana Lunin, Andrew Silver, Brian Clarkson and Marcos Vargas

Board Members Absent: JoAnn McCullough, Geoffrey Borshof and Lilian Ferguson

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

Library Staff Absent: Assistant Director Selwa Shamy

Approval of Minutes:

The Minutes of the May 15, 2023 meeting stood approved. Brian Clarkson made the motion and Diana Lunin seconded. The motion was carried unanimously.

Presidents' Report: None

Treasurer's Report:

Brian Clarkson presented the Treasurer's Report:

Brian Clarkson moved for the Resolution #23-30 Approving the Bills and Payables between the May 15, 2023 and June 12, 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.

Brian Clarkson moved for the adoption of Resolution #23-31 Pre-Approving Bills and Payables Due Between the June 12, 2023 and July 17, 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.

Brian Clarkson moved for the adoption of Resolution #23-32 Approving the May 2023 Bank Bank Reconciliation Statements and Diana Lunin seconded. The motion was carried unanimously.

Resolution #23-33 Approving the Final Budget for 2023

Whereas, the equalized assessed property tax values for 2023 as certified by the Director of the Division of Taxation in the Department of the Treasury have been provided; and

Whereas, the sum equal to one-third of a mil of the equalized assessed property tax values for the maintenance of the free public library in accordance with NJSA 40:54-8 is \$3,277,995 for the year ending December 31, 2023; and

Whereas, the Township of Montclair has made an additional appropriation of \$515,000 to provide additional hours of operation at both locations and provide for additional material purchases; and

Whereas, the Library Director has prepared a balanced budget for FY23 and presented it to the Board of Trustees for adoption; and

Whereas, the Budget and Finance Committee of the Board have reviewed and approved the budget.

Therefore Be It Now Resolved that the Board of Trustees authorizes and approves the attached budget for the fiscal year ending December 31, 2023.

Brian Clarkson moved to accept Resolution #23-33 approving the Final Budget for 2023 and Marcos Vargas seconded. The motion was carried unanimously.

Reports from Support Organizations:

Report from The MPL Foundation - Janet Torsney

The full Foundation Board meets later this week, and then takes a pause for July and August. Several committees, however, will remain active over the summer. We have a number of talented candidates interested in joining the Foundation Board and the Board Development Committee will continue the process of recruitment and onboarding in the coming weeks.

The Foundation is planning a retreat for September to reflect on and update our strategic goals, and to take a deeper dive into planning and priorities for the year ahead. The objectives and priorities identified by library leadership will, of course, be a key element of the Foundation's planning process.

This month, Foundation staff have begun to evaluate alternatives to eTapestry, our current database. We are looking at systems that are more cost-effective and offer comparable or improved functionality. (Custom reporting, donor communications tools, donation processing, etc.) We are also beginning to map out our annual appeal strategy and timeline, and initiating outreach to prospective Little Read sponsors.

The Foundation reached an agreement with artist Elly Otharsson to use the artwork she created of the Bellevue Avenue Branch for a custom map of Upper Montclair. We will be printing the image on notecards and tote bags that we will have for sale at events such as the upcoming Summer Reading Festival.

Several additional grant proposals have gone out this month, with more in the pipeline. To date, they include:

- Citizens Philanthropic Foundation – request for \$5,000 in support of financial literacy & empowerment workshops.
- Albert Payson Terhune Foundation – request for \$1,200 in support of children’s materials.
- Wish You Well Foundation – request for \$5,000 in support of adult literacy.
- Lululemon – request for \$5,000 in support of mental and physical health programming through the Adult School.

Montclair Library Friends: Ed Robin

Four members of the Montclair Library Friends will attend the Summer Reading Kickoff to recruit new volunteers.

The Montclair Library Friends is offering a tour of the Main Library on Saturday, June 24, 2023, at 11:00 am. The tour lasts about 45 minutes and will be led by a former librarian. Attendees should meet at the Library Auditorium. The tour will provide the opportunity to speak with and ask questions of librarians from all Departments. Attendees will also visit the Local History room and view original Montclair documents dating back to the 1890’s.

Friends of Bellevue Avenue Library, Inc.: None

Library Report:

Assistant Director Report: Janet Torsney

Building & Safety

- ADA Bathroom Project - a vote by the Township Council is needed in order to hire the contracting firm with the lowest bid. The library is contributing \$14,900 to cover the extra fees to the architects, Musial Group, and for increased costs since the community block grant was awarded. The first and second floor public bathrooms will be made ADA compliant.

Summer Reading

- Summer Reading is being publicized in the schools via a video staff created and reading lists will be included on the website landing page. The kick off at Bellevue Ave. Branch is June 23 and at Main is June 24.

Staffing

- Selwa attended a Workforce 55+ training session, a program funded by the US Department of Labor for NJ and run by the NJ Department of Labor, Division of

Employment and Training. The program provides income and gainful part-time subsidized work activities for low income people age 55 and over. There are two candidates interested in being placed at MPL, one in Facilities and Security Dept. and one in the Borrower Services Dept. The placement is 20 hours per week and can last up to four years.

Community

- The library will be participating in all three town-wide Juneteenth events later this month.
- Outreach events
 - AAPI Lantern Festival, May 21, (3 hours) 128 interactions
 - Pennies for Pages after School at Nishuane School, June 2, (1 hour), 40 interactions
 - African American Heritage Parade and Festival, June 3, (Festival - 5 hours) 66 interactions (the event was the very edge of the park, away from most of the festivities).
 - Hillside and Nishuane School Pride Playdate, June 6, (2 hours) 80 interactions

Library Director Janet Torsney:

Township

- \$515,000 in discretionary funding approved; 2023 budget final.
- Working with Lisa Johnson on an energy audit of both buildings.

Board

- Excellent meeting with the Policy Committee. Small changes recommended in several employee-related sections and in Materials Selection. Our lawyer is creating a new Program Policy and stronger language in the Reconsideration of Materials policy and form.
- Changed the “anti nepotism” policy (Gen 4, Reg 6) to apply only to Building
 - Chose Thompson Thorton to do phase one of water remediation at BAB. After Council approval at the June 13 meeting, the project will begin in earnest.
 - Soyka Smith is helping with design and purchase of furniture in Teen Room and BAB Kids Space. (Projects funded by the Gala Fund-a-Need.)
 - Winners of the Director’s Circle Fund-a-Need were steps so little ones can see the materials handler and Early Literacy Kits.
 - Meeting with MSU’s Feliciano School in June about the cafe space
 - Talked to the Andersen family about the possibility of developing the space between the café and circulation along with a show by teen artists in memory of their daughter.
 - BID installed banner holders on two of the poles in front of the Library for free. We can hang our own banners.
 - Due to delays in the ADA bathroom project, we are providing \$14,900 of the funds (Township is providing \$80,000). The funds are coming from the Perino gift.

Funding

- Received \$37,500 from MPLF Gala funding for specific projects: Community Read, Adult School business classes, BAB Kids Space, Teen Room, Children's programming, special collections and Director's Circle
- Josh Weston will pay for replacement of benches in front of the Main Library. The Foundation is ordering them.

Technology

- E-rate ready to go in July
- Planning to replace very aged server with new components to get the most from E-rate improvements

Old Business:

Strategic Plan 2023-25 -*Geoffrey Borshoff - Theodore Graham*

In Geoffrey Borshoff's absence Theodore Graham presented an overview of the Strategic Plan survey results. The Strategic Plan will be an ongoing document and some of the goals have already been completed.

New Business:

Report of Policy Committee - Diana Lunin

The Policy Committee members are Diana Lunin and Lilian Ferguson. The Board would like to see the existing policies and proposed changes considered by the committee before approving changes. Those will be distributed before the next meeting.

Public Comment: None

Adjournment:

At 7:54 p.m. Brian Clarkson moved to adjourn the Board of Trustees meeting and Andrew Silver seconded. The motion was carried unanimously and the meeting was adjourned.