

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

The 2180th meeting of the Montclair Public Library Board of Trustees was held on Monday, July 17, 2023 at 7:00 p.m. in accordance with New Jersey Law.

The meeting was called to order by President JoAnn McCullough at 7:07 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, Diana Lunin, Andrew Silver, Brian Clarkson, Geoffrey Borshof and Lilian Ferguson

Board Members Absent: none

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 June 12, 2023 meeting stood approved. Brian Clarkson made the motion and Theodore Graham seconded. The motion was carried unanimously.

Presidents' Report:

Resolution #23-34 Honoring Marcos Vargas

Whereas, Marcos Vargas served on the Library Board as the Board of Education Designee from 2018-2023, and

Whereas, during the pandemic when schools were not meeting in person, he guided the library in supporting teachers with the supplemental resources they needed, and

Whereas, he has demonstrated his unflagging support of the mission of the Library changing lives every day through words, ideas, and community building, and

Whereas, he served with distinction as the head of the Board of Trustees Personnel Committee and all other related committee duties as required, and

Whereas, he significantly deepened the library's relationship with our schools, most especially with the Library Cards for All, Summer Reading and Little Read initiatives, and

Whereas, the members of the Board of Trustees of the Montclair Free Public Library recognize the excellent and dedicated service that Marcos Vargas has given to the Library, and

Now Therefore Be It Resolved that the Trustees of the Montclair Free Public Library express their gratitude to Marcos Vargas for his efforts on behalf of the Library's services, staff, and the community-at-large.

JoAnn McCullough moved to accept Resolution #23-34 Honoring Marcos Vargas and Theodore Graham seconded. The motion was carried unanimously.

Treasurer's Report:

Brian Clarkson presented the Treasurer's Report:

Brian Clarkson moved for the Resolution #23-35 Approving the Bills and Payables 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 Geoffrey Borshof seconded. The motion was carried unanimously.

Brian Clarkson moved for the adoption of Resolution #23-36 Pre-Approving Bills and Payables Due Between the July 17, 2023 and September 18, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Andrew Silver seconded. The motion was carried unanimously. (This motion is in anticipation of canceling the August 2023 Board of Trustees meeting.)

JoAnn McCullough moved for the adoption of Resolution #23-37 Approving the June 2023 Bank Bank Reconciliation Statements and Theodore Graham seconded. The motion was carried unanimously.

Reports from Support Organizations:

Report from The MPL Foundation - Gina Chung Fortt

At the June meeting of the Foundation Board, a vote was taken to submit the 990 filing for 2022 and to re-underwrite the 2023 budget with an adjustment to distribute a total of \$189,300 to the library this calendar year. This adjustment reflects the Fund-A-Need amount raised during the Gala that has already been distributed. A total of \$79,025 remains to be disbursed in Q3 and Q4. The Q3 distribution will be made before the end of July.

The Foundation is in the final stages of interviews with six Board candidates. Over the summer, we hope to finalize the new Board membership and begin the orientation process. We are very excited about the varied expertise, connections, enthusiasm, and skills that these new members will bring to the Board.

The Foundation was represented in the 4th of July parade by Jason Tanz and his family,, who marched with the MPL contingent. The Summer Reading kick-off at both branches

included a Foundation table with email sign-ups and merchandise for sale. Board members Kishore Krishnan and Max Tourtelot welcomed participants at the Main Library, while Sheila Boyd and daughter Alyssa were on hand at the rescheduled Bellevue Avenue festivities. We are pleased to now be offering tote bags and note cards featuring a gorgeous painting of the Bellevue Avenue Library created by artist Elly Otharsson.

Earlier this month, the Foundation was awarded a multi-year grant from the New Jersey Council for the Humanities. This grant will support the Open Book / Open Mind program for three years with a total of \$9,000 in funding. This is our first grant from this funder.

Foundation staff have made early outreach efforts about sponsorship of the Little Read to businesses catering to children and families. To date, we have six sponsors committed. Our goal is to raise \$15,000 in sponsorships for the 15th Anniversary of the Little Read. These funds go to support programming and materials for the Youth Services Department.

Planning is underway for the Foundation's September Board retreat, as well as for several fall events (donor appreciation, Halloween) and the Annual Appeal.

Montclair Library Friends: Ed Robin

The Montclair Library Friends presented a 45 minute tour of the Main Library on Saturday, June 24 led by a former librarian Dawn Quinn. The next library tour is scheduled on October 19 following the Little Read

Montclair Library Friends joined in the fun at the Bellevue Avenue Branch Summer Reading Kickoff on Saturday, July 15 helping children with sand art creations and applying temporary tattoos.

Friends of Bellevue Avenue Library, Inc.: Ilmar Vanderer

The Friends next book sale will coincide with the Upper Montclair Sidewalk Sale in September.

Ilmar Vanderer expressed his interest in conducting tours of the Bellevue Avenue Branch Library.

Library Report:

Assistant Director Report: Selwa Shamy

Building & Safety

- ADA Bathroom Project - A pre-construction meeting took place on July 7. The first and third floor bathrooms will be renovated, the second floor bathroom is more expensive and will only be renovated if reprogramming funds from the county become available and are allocated for the project. The new deadline is December 31, 2023.
- Active Shooter Training - Staff participated in a Run, Hide, Fight drill on July 13 run by Tim Flowers. The drill proved to be a helpful practice for staff.

Summer Reading

- The Main Library Summer Reading Kickoff took place on June 24 and approximately 350 people attended. The Branch kickoff was postponed due to rain until July 15.
- A total of 518 readers have registered so far for the summer reading program: 297 children, 51 teens, and 170 adults.
- Free lunches for youth are being provided Monday thru Friday again by Toni's Kitchen.

Staffing

- Margaret Higgins has been placed by Workforce 55+ in the Borrower Services Department. She works 20 hours per week and the placement is for four years.
- Facilities & Security Dept. welcomes Manily Jenkins as the newest team member.
- There is only one open hourly position left to fill, it is in Youth & Teen Services Dept..

Community Outreach Events

- June 10: Montclair Pride - participants created buttons, took book lists, and other information about the library. There were 535 interactions.
- The Juneteenth Kids Event on June 16 at Nishuane School was canceled due to weather.
- June 19: Juneteenth at Montclair Community Pre-K had 170 interactions.
- June 24: Juneteenth Town-wide Jubilee was rescheduled from 6/17 to 6/24 and was held inside Hillside School. There were 73 interactions without the eTuk.
- July 4 Parade - 16 staff, Friends, Foundation Directors and volunteers walked with the library van, driven by Tim Flowers, and threw out seed packets, frisbees, and mini beach balls to the crowd.

Library Director Janet Torsney:

Building

- Great meeting with MSU professor at the Feliciano Business School about her undergraduate class studying and reimaging the café space. Discussed using it as a pre-incubator space for varied businesses/projects rotating on a 6-8 week basis (always with coffee).
 - Next steps: Providing information on previous vendors and researching permit and other requirements
- Test install of free LED lights looks great. This will reduce our energy load while improving lighting and saving on bulbs. (This is a free PSEG program managed through local business, RMC Energy Brokers).
 - Next steps: Schedule installation for Main. LED lighting at BAB. Discounts on boiler/HVAC at Main
- Confirmed contractor for BAB water-remediation project. Township attorney reviewing requested changes in contract.
- Participated in an energy auction to lock in lower prices as energy costs are expected to rise..

Technology

- Final approval for e-rate reimbursement for rebuilding our network infrastructure. (For \$133,364.82 of critical work, we will be reimbursed \$53,345.93.) Contract completion date is September 2024. Met with CTS, our infrastructure vendor, to discuss launch.
 - Next steps: finalizing contract, scheduling work
- Replaced the aged server so we get the most out of e-rate upgrades.

Township, Mayor, Council

- Janice Tallery, AL Dineros and Kirstan Anschuetz have gone out of their way to help us on our purchasing, especially the ADA bathroom renovations and the BAB water infiltration project.
- Padmaja Rao and Nada Akmal have been similarly helpful on financial matters.

Funding

- Received \$1,104 donation from two Flea for All markets.
- We got our first grant from the NJ Council on the Humanities (a multi-year grant for OBOM).

Other

- Met with Jason Tanz, head of MPLF advocacy committee

Board Meeting Date Revision

The Library Director proposed suspending August and December Board of Trustees Meetings for 2023. This will provide the Board with a summer break as well as during the busy holiday season. After discussion by the Board Theodore Graham moved to accept the motion and Brian Clarkson second. The motion was approved unanimously.

Old Business:

Report of Policy Committee - Diana Lunin

The Policy Committee members are Diana Lunin and Lilian Ferguson.

- May 22 memo: Approved changes to remove Regular Part-timer throughout the Personnel section, add Bereavement Leave for part-timers, increase cell phone allowance for Facilities Manager, delete overtime reference and delete illegal from marijuana.
 - Theodore Graham moved to approve the revisions to the above reference policies and JoAnn McCullough seconded. The motion was approved unanimously.
 - Revised policies will be sent to the Board of Trustees.
- May 24 memo: Change regulation 6 in Hiring Policy to allow hiring family members.
 - Theodore Graham moved to approve the revisions to the above reference policy and JoAnn McCullough seconded. The motion was approved unanimously.
 - The revised policy will be sent to the Board of Trustees.
- May 24 memo (2): This looks at all the policies related to Reconsideration of

Materials. The committee approved changes to Reconsideration of Library Resources, Statement of Concern and Materials Selection and Collection Development. They also recommended the creation of a Program Policy, which was attached.

- These revisions will be made and resubmitted to the Board for further review and approval.

New Business:

Resolution #23-38 Approving Program Policy

Whereas, The Montclair Public Library does not have policies for programs in the Library; and,

Whereas, clear program policies are essential for the large number and different kinds of programs the library offers; and,

Whereas, the Board of Trustees Policy Committee, in consultation with the Library lawyer, developed appropriate policies that were distributed to Board members in advance of this meeting; and,

Whereas, the Policy Committee recommends that the Board of Trustees approves the Program Policy.

Therefore Be It Now Resolved the Montclair Public Library Board of Trustees approved the adoption of the Program Policy.

Theodore Graham moved to accept Resolution #23-38 Approving Program Policy JoAnn McCullough seconded. The motion was carried unanimously.

Public Comment:

Ilmar Vanderer wished Marcos Vargas all the best in his future endeavors. Ilmar Vanderer commented on how he enjoyed the 4th of July parade.

Adjournment:

At 9:00 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.