

MOUNT ARLINGTON PUBLIC LIBRARY
MEETING MINUTES
March 10, 2020

Call to Order

Meeting was called to order at 7:05 pm.

Members Present

Monica Rowland, School Superintendent, Mayor Mike Stanzilis, Mayor's Alternate, Jack Delaney, Tina Mayer, Library Director, John Driscoll, Sheila Studint, Ana ven den Hende, Jackie Coy, Lisa McQuade, and Nita Galate. Absent: Anna Travers.

Approval of the Minutes

Motion to approve the minutes of the February 11, 2020 Meeting: Jackie Coy no, Monica Rowland abstain, All others approve.

Financial Reports/Bill Lists/Statistics

- March 2020 bill list approved.
- February check book balance is \$99,851.56
- Reviewed February 2020 statistics.

Library Director's Report

- Former library director, Jim Garland passed away in January 2020. Discussed ways to remember him. Perhaps the Borough can honor him with a memorial, or prepare a combined tribute with the library and the Borough.
- Website Updates: Added to the library's website links to Consumer Reports and Mometrix test prep site.
- March is Craft Month – Looking into offering two different crafts for adults and children to complete at home and bring in to the library for display.
- Spring Story Time scheduled for Saturday, April 18th, Saturday after Easter. New requirement that children who participate must be four years old and up.
- Summer Reading for 2020 will conclude with an annual party scheduled for August 28, 2020.
- Regarding the coronavirus, our library cleaning staff member along with the rest of the library staff have been sanitizing as many surfaces as possible.

Committee Reports

- Finance Committee: Working with the Borough. Jackie Coy-made a motion instructing the Mayor to talk to the Borough Administrator to have a pro-forma budget going forward, seconded by John Driscoll. Sheila Studint will volunteer to be a liaison with Carolyn. John Driscoll will remain the chair. Ana ven den Hende makes second motion that next meeting either have a pro-forma budget or have a date by next meeting.

-Personnel Committee: Working on library manual that is distinct from the Borough's manual. Library has more part time employees. The Borough has one floating holiday. As of now, draft of library manual (draft passed out to members). New Personnel manual should show exceptions to the Borough.

-Library Use Committee: Sheila Studint read rules of library. Rules to be listed in library and posted on website. Old manual was not JIF compliant. Add in policy manual- policy for use of the library by groups. Available for Borough or library sponsored groups.

Unfinished Business

- Moved to closed session discussion: legal.
- Friends of the Library-A mailing went out to patrons as an e-blast to get patrons involved in the Friends of the Library. Also asked at book club if members are interested. Requesting Roxbury Friends of the Library to come in and speak to our board. Approximately twenty people showed interest. Flyer on library desk. Mayor Mike will post on his pages. Need a leader to restart the Friends of the Library.

New Business

- Ana ven den Hende wants a HR primer from the Borough and to be compliant with JIF. Ana makes a motion for a HR Primer. Mayor Mike-Borough has a risk management company that he will see if they can come and speak to the library about HR issues.
- Short Takes for Trustees.
- Promote the library-Tag along at the Borough's booth at the LHF block party, 5/9/20 at LH State Park.
- Mayor Mike speaks on coronavirus. Board of Health recommending canceling all large meetings for the library.
- Monica Rowland provides update for coronavirus. Planning on remote instruction. School has a plan in place.
- Board of Health will advise if building closes. Senior yoga should be cancelled for the next two weeks.

Public Presentation to or Discussion with the Board

- Lee Loughridge – Liaison for Senior's Club.
- Mary Ellen Scerbo-What is the budget for senior's programs? Director Tina Mayer mentioned book club, three movies a month, writer's forum and senior wellness classes. We do not have a programs director. Always looking for new programs of interest. Recommend programs be announced at senior meeting. Meetings are 2nd and 4th Wednesday of the month at 1:00pm.
- Elsey O'Brian-
- Jackie Coy will be attending a senior's meeting in the near future to inform them of library progress.

Closed Session

- Motion to close session for legal purposes.
- Motion to come out of closed session.

Board Comments

None

Adjourn

No time recorded.

Respectfully Submitted by Lisa McQuade, Secretary.

Minutes Approved at the April 14, 2020 meeting of the Library Board of Trustees.