

MAURICE M. PINE FREE PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

May 25th, 2022

The Board of Trustees of the Maurice M. Pine Free Public Library held their monthly meeting on Wednesday, May 25th, 2022 via Zoom. Board members present were Patty Bontekoe, Keely Coffey, Rob Kahn, Gayle Musnikow, Melissa Ruffilo, David Tratner, Jerry Weiner and Library Director Adele Puccio.

At 8 p.m. President Keely Coffey opened the meeting with the following public announcement:

Let the minutes reflect that adequate notice of this meeting has been provided in the correct manner. The library's schedule of regular meetings for 2022 was filed with the Borough Clerk, accurately stating the time, date and location of these meetings. The schedule was printed in the December 22nd, 2021 edition of The Record. A copy of the newspaper notice is posted on the bulletin board in the library.

Minutes

A motion to approve the minutes of the April meeting was made by Melissa Ruffilo, seconded by Jerry Weiner and approved with two abstentions.

Treasurer's Report

A motion to approve the bills for May was made by Keely Coffey, seconded by Gayle Musnikow and carried unanimously.

Director's Report

Library News:

There's been a flurry of activity in the library this month as class visits have resumed. Multiple classes came in during May to visit the library and have a tour. I have received a \$5,000 ARPA "Ready for Anything" grant from LibraryLinkNJ. This grant is to provide disaster preparedness programming and equipment to the public. The quotes for the kitchen renovation were received and Master Kitchen & Bath of Fair Lawn was chosen to install the new cabinets, sink and countertop.
Recent Programming:

Children's Room:

The Children's Room offered many sessions of their weekly & monthly programs,

including book clubs, family story times and homework help. In addition, they offered the following special events:

May 2nd – May 25th- A total of 24 elementary school class visits

May 4th – Jedi Training

May 4th, 11th, 18th & 25th – Forest Friends Interactive Puppet Show

May 5th, 12th, 19th & 26th – 8 sessions of Story Time at Berdan Park

May 6th & 20th – Visits from the Opportunity Center

May 11th 18th & 25th – Kids Dungeons & Dragons

May 12th – Children's Paint-a-long

May 13th & 19th – Read to a Therapy Dog

May 24th – Group Game Day

Adult Programming:

Our Adult programs included our weekly and monthly book clubs, game nights, writers' circles and Knitting clubs. Special programs included:

May 3rd, 10th, 17th & 24th – ESL Conversation Group

May 4th, 11th, 18th & 25th – ESL Beginner's Group

May 5th – Cinco de Mayo Fiesta for Adults

May 11th – In Our Own Voice Health & Wellness Event

May 12th – *Southernization of America: A Story of Democracy in the Balance*

May 23rd – Opportunity Center Craft with Emiliana

May 25th – Essential Oils: The Basics

May 26th – Handmade DIY Travel Journal craft

Teen Programming:

Our teens had a busy month with the Teen Advisory Board and the High School and Middle School writers' circles. Additionally, they attended:

May 10th – DIY Sharpie Mugs

May 18th – Jewelry Making for Teens

Facilities

The lockers are operational and staff have been trained on how to use them. Patrons can select the lockers as their pickup location when they place book orders.

Cintas completed our annual fire inspection and upgraded some of our emergency lighting on May 10th.

Master Kitchen & Bath will be renovating our kitchen. The cabinets have been delivered and we are waiting for an installation date.

Bids for the elevator project were opened on May 25th.

Community Partnerships & Outreach:

On May 6th we hosted the 5th District Teen Art Show.

The Fair Lawn Department of Health & Human Services co-sponsored the In Our Own Voice presentation on May 11th.

The Children's Room donated another 6 boxes of books to Books for Taiwan.

Girl Scout Troop 2400 completed their Pet Supplies Drive on May 14th. .

On May 14th the League of Women Voters held a voter registration drive in front of the library.

Members of the Rotary Club of Fair Lawn built the pergola on the side of the Library on May 15th.

Staff and members of the Friends of the Library represented the Library at Arboretum Day on May 22nd. The Friends sponsored a group picture of people in their library t-shirts.

The Library participated in the Senior Resource Fair at the Senior Center on May 23rd. We advertised our upcoming programs and talked about library services. We were also able to offer some assistance with electronic devices.

State News:

The NJLA conference is June 1-3 in Atlantic City. Justin Portelli, Sarah McGrail and I will be attending. Sarah's conference costs are being covered by NJLA because she is the recipient of one of the NJLA EDI scholarships.

I have been asked to present as part of a panel on building maintenance. The presentation, called Love Your Library, features Cathy Folk-Pushee of Hackensack and Peter Rajcevic of Plainfield. We will focus on building maintenance issues, costs, and renovations.

State Librarian Jen Nelson announced a new competitive grant opportunity with the Library Services and Technology Act funds. Grants range in size from \$2,000 to \$20,000. Applications are due in August. I will be working on that application to see if we can get some devices that we can lend out.

BCCLS News:

The BCCLS Trustee Development Committee is sponsoring a program, The Value of

BCCLS to Your Library, on June 6th. Registration information was shared with all of you. BCCLS is offering a series of online introductory courses on how to use various Google applications. The information was shared with all of you via email. Registration is free.

The BCCLS Scholarships were announced. I am pleased to report that two of our staff members, Sarah McGrail and Rose Eid, have been granted scholarships. The awards will be presented at the System Council Meeting on June 30th.

The BCCLS Trustee Development Committee will be offering a Trustee Mentorship Program.

Meetings:

April 29th – NJLA Scholarship Committee Meeting 10:00 -11:30
April 29th – BCCLS Scholarship Committee Interviews 12:00 – 4:00
May 2nd – Meeting with Dave Hanson 12:00 – 1:00
May 5th – Rotary Club of Fair Lawn 12:00 – 1:30
May 5th – Bergen County LGBTQ meeting 1:00 – 1:30
May 6th – BCCLS Branding Task Force meeting 10:00 – 11:00
May 6th – NJLA Scholarship Interviews 12:00 – 5:00
May 9th – Rotary Board Meeting 6:00 – 7:00
May 10th – NJLA Scholarship Interviews 9:00 – 4:30
May 12th – BCCLS Executive Board Meeting 10:00 – 11:30
May 12th – Rotary Club of Fair Lawn 12:00 – 1:00
May 12th – LGBTQ Book Event Prep Meeting 2:00 -2:30
May 13th – NJLA Scholarship Committee Meeting 10:00 – 11:30
May 17th – BCCLS New Directors Orientation 10:00- 11:30
May 18th – Fair Lawn Department Heads Meeting 10:00 – 10:30
May 19th – Rotary Club of Fair Lawn 12:00 – 1:30
May 23rd – Staff Meeting 9:30 – 10:00
May 23rd – BCCLS World Language meeting at the BCCLS office 12:00 – 1:00

Friends of the Library Report

The Friends have a balance of \$33,375 although more than \$10,000 is set aside for the ESL room.

They have already started receiving money for the Arts & Craft Boutique.

They spent money on some children's programming, the Holocaust program and the Holiday Boutique.

The Friends thanked the Knights of Pythias for co-sponsoring the Holocaust program. They awarded two high school scholarships. The sub-committees for the Holiday Boutique met. So far, they have 7 vendors signed up.

A picture with anyone who purchased a t-shirt was taken on Arboretum day. They will be meeting on June 15th and again in August.

New Business

Resolution 2022-14, Authorizing the Library to Match State Grant Funding for the Construction of an Elevator, was read by Keely Coffey. Jerry Weiner motioned to accept the resolution. Rob Kahn seconded. The resolution passed unanimously.

A motion was made by Rob Kahn to change the June meeting date to June 22nd. Melissa Ruffilo seconded. In discussion: June 29th conflicts with the Rotary Installation Dinner. Motion passed unanimously.

Public Hearing

Mary Kirsch attended the meeting but didn't wish to speak.

Carol Wagner from the Health Department told Adele that the Bergen County Mental Health Association and everyone involved in the In Our Own Voice program were very appreciative of everything done by the Library and Mary for this event.

Adjournment

At 8:16 pm a motion to adjourn was made by Rob Kahn, seconded by Patty Bontekoe and carried unanimously.

Karen Horton

Recording Secretary