

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
March 17, 2010**

The March meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire at 7:34 p.m. She read: "Pursuant to Section 3, Chapter 231, Public Law 1975...adequate notice of this meeting has been provided to the public by posting and maintaining the annual notice of regular meetings on the Main Library Bulletin Board, and the office of the Municipal Clerk mailing the annual notice of this meeting to the *Star Ledger* and the *News Record*."

1. Roll Call

Present were: Ms. Buchanan, Mayor DeLuca, Mr. Duncan, Ms. Hilaire, Mr. Huemer, Mr. Markel, and Dr. McCaffrey. Mr. Woolard was absent. Also present: Mrs. Kennedy, Director, Jane Folger and Eleanor Winslow of the Library staff, and Laura Nial of the Friends of the Library.

2. Minutes

Mr. Duncan moved the minutes of the February 17, 2010 meeting, Mayor DeLuca seconded and the motion carried.

Ayes: Buchanan, DeLuca, Duncan, Hilaire, Huemer, Markel, and McCaffrey.

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Mrs. Kennedy's February report was placed on file. She added that the March 4 Library Champions meeting had a successful turnout. The main library's Memorial Hall flooded after excessive rain and DPW cleaned it up. Mrs. Kennedy talked about the preliminary cuts to the state library budget. These cuts affect our interlibrary loan, delivery service, databases, and e-mail service. Our state aid has been cut in half. The State Library is going under Rutgers University. We're concerned Virtual Aid which is our Jersey Connect technology system, and our hub which provides us with internet service, will not be funded. The bill to do away with 1/3 mil funding (A2555) was resurrected which has the support of the League of Municipalities per Mayor DeLuca. Mr. Duncan added that doesn't necessarily mean Maplewood would abolish it. It would still be the decision of the local municipality. Mayor DeLuca stated it does set a base for funding. The Township Committee is not in favor of the A2555 bill.

Ms. Hilaire asked Jane Folger to explain "hard reference questions" as noted in the February Children's Room Report. Ms. Folger clarified that as questions which require timely research to come up with specific facts as opposed to showing a patron where a book is located. Most people do internet research at home, get the obvious answers, and then come in with much more complex questions. Ms. Winslow added that frequently students come in with their needs ill defined. We ask them what they need and find something, but then it turns out it's not what they really need. That makes reference time consuming. It is not a new phenomenon, but it exists among students who are less well prepared to do academic work.

5. Treasurer's Report

Mr. Huemer presented the February report and noted we should be at 16.67% spent. We are a little over due to paying half of our systems license fee. Mr. Duncan moved to adopt the Treasurer's Report, subject to audit, Ms. Buchanan seconded and the motion carried.

Ayes: Buchanan, DeLuca, Duncan, Hilaire, Huemer, Markel, and McCaffrey.

Nays: None

6. Claims

Mr. Huemer presented the Claims to March 17, 2010. They totaled \$27,174.36. He pointed out that the \$3,112.50 charged to Teen Room was money donated specifically for the purchase of laptops and seating to create a teen area. Mr. Huemer moved that the claims be paid, Mr. Markel seconded and the motion carried.

Ayes: Buchanan, DeLuca, Duncan, Hilaire, Huemer, Markel, and McCaffrey.

Nays: None

7. For Information

A. Joint Meeting with South Orange Library Board

Ms. Hilaire thanked Mr. Huemer, Mr. Duncan, and Mr. Markel for attending. Thomas Henry, S.O. Library Board President, and six S.O. trustees were also present. It was made clear that the meeting was suggested by the Maplewood Library Board, and we are not proposing a merger but met to discuss ways we can share services and save money. The fact that Maplewood's employees are union members and S.O.'s are civil servants was discussed. Each citizen in S.O. pays \$65/year towards the library as opposed to \$73/year in Maplewood. S.O. is looking into restoring and expanding their building. They also are funded at more than 1/3 mil. Shared services already in place, such as the student sticker program, were discussed. S.O. has a different automated system so sharing technologies would be a concern. Joint databases, collaborating more with Columbia H.S., and rotating or swapping play-aways were all discussed. Mr. Huemer added the meeting opened up the lines of communication. If more citizens use both libraries, that would save money. The S.O. library has picked up our Sunday traffic. Mr. Henry suggested forming a subcommittee of two members from each board to get the word out about all the positive things going on in both places, and doing a joint kickoff for the Summer Reading Program. Dr. McCaffrey and Mr. Markel will consider being on this subcommittee. S.O. Library will also be furloughed twelve days this year. If they are forced to close one weekend day, they are open to having at least one of the three library buildings open on Saturdays and Sundays so people have a library to go to. There was discussion about sharing online program registration with the S.O. Library and the Recreation Department. The cost is too great because we would require a program that authenticates patrons. Mayor DeLuca added we have a responsibility to think about how we can do things cheaper and differently. This issue is not that the libraries are merging. This issue is that the libraries are talking.

8. For Discussion

A. Follow up to Library Champions Meeting

Three committees came out of the Library Champions Meeting. Ms. Buchanan is the coordinator of Grassroots Fundraising, Dr. McCaffrey is the coordinator of Advocacy, Mayor DeLuca and Mr. Huemer are the coordinators of the Foundation. The responsibility rests with the Library Board as far as making final decisions on any matters that come up from these committees. A list of suggestions for

advocacy compiled by the staff was given to the Trustees. Ms. Hilaire read a letter from a group of fourth grade students at the Jefferson School requesting permission to support the Library by holding a bake sale in front of the Main Library. Dr. McCaffrey suggested it coincide with the Friends Book Sale on April 24<sup>th</sup> and 25<sup>th</sup>. A motion was made to allow these students to hold their bake sale.

Ayes: Buchanan, DeLuca, Duncan, Hilaire, Huemer, Markel, and McCaffrey.

Nays: None

There was discussion on the Library having a presence that same weekend on Maplewood Avenue during the Spring Open Market on April 24<sup>th</sup> and at Mayfest on Springfield Avenue on May 16<sup>th</sup>. Mrs. Nial added that Betsy Wald sold children's books provided by the Friends at last year's Mayfest. Dr. McCaffrey will discuss having a presence on Earth Day with the Advocacy Committee. Ms. Hilaire suggested the media be notified of our involvement. It was agreed Mrs. Kennedy would be the recipient of names of additional Library Champions and oversee forwarding them to the appropriate committee. [Mr. Huemer left]

#### B. Amazon Link on Library Homepage

Mrs. Kennedy spoke of an arrangement researched by Barbara Laub whereby a person may access Amazon through our website, make a purchase, and the Library would receive a percentage of the purchase ranging from 4% to 15% based on volume. A discussion of whether this was ethical or unfortunately necessary, given the lack of State funding, followed. Ms. Folger asked if Words Bookstore could be asked to match something similar to Amazon's percentage. The owner of Words is willing to establish a book registry people could refer to. This will be explored and revisited next month.

#### C. Appropriate Use of the Library

Mr. Mark Hair addressed the Board at this time. He and his wife are residents of Maplewood and run 12 Comics. It is a literacy program based out of their home which supports academic achievement through the creation of a custom published comic book. These comics circulate at both Hilton and Main. Part of the curriculum is for the students to do research at the Library for character development so the internet isn't their only source. There are from two to six students that get picked up from school and brought to the Hairs' home where the agenda is set. They then go to the library to do research for their character development as well as their homework. 12 Comics has rented Memorial Hall for book signing events and Hilton's computer lab for registration and program introduction. They ran a summer camp in 2009 and came to the library. Mr. Hair wanted to make sure he addressed any concerns about improper use of the library and the librarians. Mayor DeLuca stated that 12 Comics is a for-profit company. The question is: are you taking up space or are you conducting a class that you are making money on in a public space? Mr. Hair said 12 Comics is not based in the library. We don't come here and structurally run a program. We don't advertise that 12 Comics is at the library. Starting in January, they have come to the Main Library on Mondays and Wednesdays and Hilton on Tuesdays and Thursdays from approximately 3:30 p.m. – 5:30 p.m. At that time, Mrs. Kennedy read from our Meeting Room Policy, "Groups of three or more are only permitted in a meeting room. No public area of the library will be designated for meetings and no specific areas can be shut off from the public access to conduct a meeting. Study groups, class visits, and tours may be arranged through the library. Soliciting, selling or using the library for commercial purposes is not allowed. Meetings are free and open to the public." In addition, Mr. Duncan raised concern on the demand this places on the staff and any interruption that would go on during 12 Comics use of the library. Other groups, i.e., preschools, the YMCA have called to arrange a visit to the library." Mr. Hair stated, "If we're overstepping our boundaries, we'll cut the library

visits. We'll find another way to accommodate our students." Ms. Hilaire thanked Mr. Hair for coming and addressing the Board. At this time, Mr. Hair thanked the Board for their time and left the meeting.

Mrs. Kennedy has written to Mr. Hair reminding him of the policy, but he hasn't responded. That is why she brought it to the Board. Whatever the Board decides, we will abide by. Mr. Hair will be notified by mail that the Board has confirmed the policy and that 12 Comics has to rent a meeting room and not use the main floor of the library.

D. Review of Trustees Roles and Responsibilities

Ms. Hilaire talked about how the role as a Trustee has changed. We used to come to one meeting a month. Now we're going to more meetings and asked to do more. Ms. Hilaire distributed a questionnaire to the Trustees and asked them to review it, write down their thoughts and return it to her. We have to consider having an orientation for new Trustees including a tour of the library to be able to connect names with faces and functions. Dr. McCaffrey added she would like to have a directory of librarians and their functions for the public to make them feel invested and connected to the library.

E. Staff Appreciation Breakfast – March 24

Ms. Hilaire, Mr. Markel and Dr. McCaffrey will be present at the breakfast scheduled for 10:30 a.m. so the staff can get to know the Trustees and the Trustees can tell the staff how much they appreciate them.

F. Trustee Dinner

Discussion to arrange a thank you dinner for Mrs. Pettis, Ms. Mingin, and possibly, Ms. Leonard will be discussed at a later date.

G. NJLA Spring Conference – April 26-28

Ms. Hilaire asked if anyone was interested in attending the NJLA Spring Conference. For State aid, it is required that the Board completes six hours of professional development during the year.

9. For Action

A. RFP for Banking Services

Mrs. Kennedy stated that whatever interest we earned was wiped out by the bank service fees. The Board has the authority to approve changing banks. Mr. Huemer was given the task six months ago. Mayor DeLuca agreed to work with Mrs. Kennedy on this.

10. New Business

Mayor DeLuca stated that the specifications for the elevator and roof are about 99% done. The bid is expected to go out in April. Bids will probably come back by June and then we begin working on the contract. The Township Committee agreed to a contract for \$2,500 to get another opinion on the slate roof. It is a \$400,000 project. It does require us to make sure we're not doing anything more than what needs to be done. It's obvious the soffits have to be done and there are some decaying slates. Whether that means every slate has to be changed or 50% have to be changed, I don't know. All five of the Township Committee voted to put the roof on. We just want to make sure it's the right decision. There's a 3-to-2 vote in favor of the elevator.

In addition, the Mayor stated he would like us to urge patrons to fill out and return the Census. He also said a new board member should be appointed soon, and that he would like to take a look at the Strategic Plan and how we're implementing it. The committee coordinators should have a copy of it to refer to at each meeting and a list of goals for 2010.

11. Public Comment

Laura Nial stated the Friends budget has been set. Their fiscal year is April 1 – March 31. The Friends are giving the Children's Room \$5,100 for the Summer Reading Club, \$5,000 towards E-Audiobooks, and \$15,000 for the website. Mrs. Nial received a round of applause for this excellent news. She then asked Mayor DeLuca whether the lift could go to all three levels which was one of Mr. Profeta's considerations on supporting funding for it. The Mayor's reply was, "It cannot." She asked if there has been any discussion about the ramp in the back of the Library. "We haven't even talked about that," Mayor DeLuca replied.

There being no further business, Ms. Hilaire moved to adjourn the meeting at 9:24 p.m. Mr. Markel seconded and the motion carried.

Ayes: Buchanan, DeLuca, Duncan, Hilaire, Markel, and McCaffrey.

Nays: None

Respectfully submitted,

Jeff Markel  
Secretary