

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
May 19, 2010**

The May meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Buchanan at 7:40 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, Mr. Markel, and Dr. McCaffrey. Absent were: Ms. Hilaire, Mr. Huemer and Mr. Woolard. Also present: Mrs. Kennedy, Director, Cynthia Mondino of the Library staff, Laura Nial of the Friends of the Library, and Marcia Leonard.

2. Minutes

Mayor DeLuca moved the minutes of the April 21, 2010 meeting, Mr. Duncan seconded and the motion carried.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Mrs. Kennedy's April report was placed on file. She added that she attended the N.J. budget hearing at UMDNJ on May 17 to support librarians giving testimony to protest Governor Christie's budget cuts. She was surprised at how many other testimonials were scheduled from organizations and programs also effected by budget cuts. The upcoming furlough dates are Monday, May 24 at Hilton, and Friday, May 28 at Main. Mrs. Kennedy will be on vacation the week of May 24 through May 28.

5. Treasurer's Report

In Mr. Huemer's absence, Mrs. Kennedy presented the April report. Mr. Duncan moved to adopt the Treasurer's Report, subject to audit, Mr. Markel seconded and the motion carried.

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

Nays: None

6. Claims

Ms. Kennedy presented the Claims to May 19, 2010. They totaled \$17,870.62. Mr. Duncan moved that the claims be paid, Mr. Markel seconded and the motion carried.

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

Nays: None

7. For Information

A. YouthNet Summer Program at the Library

YouthNet would like to continue *Tech Zone* during the summer on Mondays, Wednesdays, and Thursdays from 12:30 p.m. – 2:30 p.m. It will be staffed by one teacher and one aide and paid for by the Juvenile Justice Grant. They would also like to buy and bring ping-pong tables into Memorial Hall. Anything they buy would be donated to the Library at the end of the program. This will start June 23 and go through July.

B. Fundraising/Advocacy Committee Reports

Dr. McCaffrey reported the Advocacy Committee placed editorials in both *MaplewoodPatch* and *the Local*. Three members attended and spoke at the Township Committee meeting, and two members went to the Save My NJ Library rally in Trenton on May 6. The committee is working on a flyer aimed at raising awareness about how the cuts will affect the Library and our patrons.

Ms. Buchanan reported the Grassroots Fundraising Committee is still proposing working with the Library staff on a joint effort planned for September. This plan involves local merchants and restaurants donating a portion of sales to the Library when customers show their library card. The Committee has gotten databases from the Springfield Avenue and Village Alliances and the Chamber of Commerce and is preparing to approach the businesses. To get something started in the summer, another fundraiser, *Make a Stand for the Library* was discussed. Local families would set up lemonade stands and donate the proceeds. The kick-off would coincide with the Summer Reading Club kick-off on June 21. There was discussion about seeking permission to publicize the addresses of families willing to do this and whether or not homemade or canned lemonade posed any liability. Mrs. Kennedy agreed to consult the health officer, Bob Roe. Mayor DeLuca feels there is a privacy issue with publicizing addresses, but the quality of the lemonade is the responsibility of the individual. He suggested using balloons to mark the lemonade stands rather than publishing addresses, and do it as an event on one day or one weekend rather than throughout the summer. It then becomes a news story and is easier to promote. The proceeds will go into the Foundation. Mayor DeLuca handed out *Dining Out for Life* pamphlets he picked up in Denver. *Dining out for Life* was conducted by Project Angel Heart, an organization that provides meals to people with life-threatening illnesses. In addition to involving restaurants, they have sponsors. Sponsoring gives businesses such as a law firm or realtors the opportunity to get involved. He suggested supplying merchants with table cards which would list other participating merchants, point out the fact their purchase is helping the Library, and offer the option of making an additional contribution. The Library would then publicize which business collected the most contributions. Dr. McCaffrey suggested tying in supporting local businesses, being a “green” sustainable community, and supporting the local library. Mayor DeLuca suggested the slogan, “Local dollars for the local library.” Mayor DeLuca moved to give the Grassroots Fundraising Committee authorization to move ahead with *Make a Stand for the Library*. Mr. Duncan seconded and the motion carried.

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

Nays: None

C. Fundraiser Idea – Marcia Leonard

Ms. Buchanan introduced Marcia Leonard, past member of the Library Board of Trustees. Ms. Leonard’s fundraiser idea is to have a Ladies Tea Party. She has a collection of vintage hats she is willing to donate. The plan is to have it next spring in Memorial Hall on a Sunday afternoon. The hats

would be given to attendees as door prizes on a first come, first served basis. Ms. Leonard then presented some of the hats in her collection and a copy of the invitation. She is able to provide additional door prizes from friends in the children's book business and is confident contacts can be made with local people involved in adult books for further door prizes. She then asked for authorization to go ahead with her plans. Dr. McCaffrey asked how much she plans to raise. Ms. Leonard would charge \$25 per person. She already has a list of 100 names and is gathering more. It will also be open to the public. Ms. Leonard asked if it would be possible to have Memorial Hall available on a Sunday afternoon. The Trustees present were supportive. Dr. McCaffrey suggested Ms. Leonard connect with Mr. Huemer and the Foundation Committee because they are trying to get some significant fundraising in place. Ms. Buchanan thanked Ms. Leonard for her continuing support and creativity. The proceeds will go to the Foundation.

8. For Discussion

A. Meeting Room Use After Hours

Mayor DeLuca asked about the possibility of having the Library open later some nights to allow civic groups to use Memorial Hall. His thought is the more people that use this facility, the stronger stakeholder group we develop. There is no policy in place that requires that DPW provide a custodian to close the building. The library can be closed by library staff, a custodian, or a building monitor. It could also be done by shifting the staff to stay until 10 p.m. instead of closing at 9 p.m. Groups have contacted the Mayor expressing difficulty finding a place to meet. The late night would be the same weekday every week or once a month. The Mayor requested Mrs. Kennedy consider whether this is workable or not. Mrs. Kennedy stated she is not comfortable with requesting a staff member to stay alone to lock up and leave the building by herself but concurs with hiring a custodian or building monitor. Mayor DeLuca said the Recreation Department uses building monitors. A building monitor is a part-time position which would get paid straight time. Mrs. Kennedy pointed out that often groups would like to meet on Tuesday evening and they have to be turned down because we close at 6 p.m. Mayor DeLuca asked Mrs. Kennedy to have a discussion with George Rague to see if he has people that could close the library. This is another opportunity to extend the library service and demonstrate our inclination to serve the needs of the community. Dr. McCaffrey thought that if there was a way to attract groups willing to pay for the space, it could subsidize longer hours. Mayor DeLuca asked Mrs. Kennedy to come back with a plan as to how this could enhance services and revenue.

9. For Action

A. RFP for Banking Services

Mayor DeLuca has received the RFP for Banking Services from Peter Fresulone and is looking into it. Right now we are paying a monthly fee for checking and minimally are looking for free checking. Investors Savings is offering a no fee, non-interest bearing checking account. We are currently earning .002% from the New Jersey Cash Management Fund. There is a \$60 annual maintenance fee on our Wells Fargo account. The Township uses Valley National Bank, and Mayor DeLuca will look into the details. The goal is to get out of every bank that charges fees.

10. New Business

There was none.

11. Public Comment

Laura Nial reported the Friends' book sale was a success netting about \$3,800. They are planning a one day bag-of-books sale on Saturday, June 5.

12. Executive Session

A. 2010 Salary Increase for Non-Contractual Staff

Mayor DeLuca then moved that the Board enter into a closed session to discuss a salary increase for Mrs. Kennedy and Mrs. Goldfine, Mr. Markel seconded and the motion carried.

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

Nays: None

Mrs. Kennedy and Mrs. Goldfine left the room. After some time they were called back, at which point Ms. Buchanan moved to reopen the meeting, Mr. Markel seconded and the motion carried.

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

Nays: None

Mayor DeLuca then reported that the Board approved increasing Mrs. Kennedy's and Mrs. Goldfine's salary by 3.25% retroactive to January 1, 2010 pending budget approval.

At this time, Ms. Buchanan asked if Mayor DeLuca had found another board member. He had spoken and e-mailed a person and will follow-up.

Ms. Buchanan is concerned about the trash outside of the library. Dr. McCaffrey feels the schools should be brought in to have the students clean up after themselves. Mayor DeLuca agreed to speak to the superintendent. Mrs. Kennedy added that patrons have complained about student's behavior while sitting on the bench.

Mayor DeLuca reported that the roof, elevator and lift have been approved by the Township Committee and will go out to bid.

There being no further business, Ms. Buchanan moved to adjourn the meeting at 8:48 p.m. Mr. Duncan seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Jeffrey Markel
Secretary