

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
January 19, 2011**

The January meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Buchanan 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 (arrived during meeting), Mr. Duncan, Ms. Hilaire, Mr. Markel (arrived during meeting), Dr. McCaffrey, and Mr. Woolard. Mr. Huemer was absent. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, and Jane Folger, Barbara Laub, and Robyn Whalen of the Library staff.

2. Minutes

Dr. McCaffrey moved the minutes of the December 15, 2010 meeting, Mr. Duncan seconded and the motion carried.

Ayes: Buchanan, Duncan, Hilaire, McCaffrey, and Woolard.

Nays: None

3. Public Comment

There was \none. [Mr. Markel arrived.]

4. Election of Officers – Resolution to Accept

Ms. Hilaire presented the slate for 2011 officers as follows:

President	Katherine Hilaire
Vice President	Carol Buchanan
Secretary	Jeff Markel
Treasurer	David Huemer

BE IT RESOLVED by the Board of Trustees of the Maplewood Memorial Library assembled in open public meeting on January 19, 2011, that said Board accepts the slate of officers as presented.

Mr. Duncan moved the resolution to accept the slate of officers for 2011 as presented. Ms. Buchanan seconded and the motion carried.

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

Nays: None

5. Report of the Library Director

Mrs. Kennedy's December report was placed on file. She announced that the *Job and Career Accelerator* has been added to the website. It will be publicized in the News Record on Thursday, January 20, 2011. The program was obtained through the State Library, federal stimulus money, and the Gates Foundation. The Gates Foundation trained the New Jersey State Library people how to apply for the federal fund. It was open to public libraries who applied for it. Our broadband speed will be

upgraded from 1.5 megabits per second to 10 mbps. Microsoft software classes such as Excel, Word, and PowerPoint can be accessed through our website from home. Barbara Laub added that the program has career interest tests, resumé building, interview tips, and links to job ads. There is also a video tutorial for anyone that needs it. You have to set up a personal account to use it and it displays a kind of a dashboard where it aggregates all of your different activities such as if you are a recent college grad and what kind of career you should pursue. The grant through the State is oriented towards helping to support libraries in their economic development and workforce development goals. Training packages will be added later this year. Since it is mostly video based, most of the libraries don't have the internet speed to accommodate it. The basic cost is going to be twice what we are currently paying, but we will apply for the federal government's 30% e-rate discount. Adult Librarian, Amanda Eigen, is going to be making a presentation to the Professionals in Transition group. Town Hall is interested in the online classes. Once we get our broadband upgrade, it will be possible to offer a demonstration in the computer lab. [Mayor DeLuca arrived]

Joanne Beckerich is planning a program around Valentine's Day called *Blind Date With A Book*. Books will be wrapped in plain brown paper and people can check them without knowing the title. There's an evaluation slip in the book pocket which doubles as an entry in a drawing for dinner for two at St. James Gate paid for by The Friends.

The website committee has met with one of the potential web developers and will meet with two others. Mr. Markel asked to see the web development RFP and the responses.

Regarding the four Nooks, Mrs. Kennedy stated the library needs to offer e-book technology and we can do that through our e-audio source, NetLibrary. Some people do not have Nooks, so we want to have at least four for people to borrow. Mr. Markel asked if part of the distribution for these e-books includes the software that would enable a user to read a book on other devices like a PC, Mac or iPhone. Barbara Laub stated we will be subscribing to the NetLibrary e-books which are the most compatible with our system. It's in Adobe format which is usable on most of the devices, but not the Kindle and has been problematic on Macs. The NetLibrary site has a list of compatible devices available to our users. For an Android or iPod you would probably have to download an app. Our aim is to lend the Nooks preloaded. There are details to be worked out. Dr. McCaffrey inquired if the library has asked for donations of Nooks or Kindles. She suggested a wish list be added to the newsletter.

6. Treasurer's Report

The December Treasurer's report was placed on file subject to audit. Mrs. Kennedy stated that this was not the final treasurer's report for the year because it has to be offset against the income. We are going to carry over 2010's State Aid to pay for some databases due in January. The State Aid for 2011 is half the amount of last year. Mr. Duncan moved to accept the Treasurer's Report, subject to audit, Ms. Buchanan seconded and the motion carried.

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

Nays: None

7. Claims

Mrs. Kennedy presented the Claims to January 19, 2011. They totaled \$37,531.64. Mr. Duncan moved the claims be paid, Mr. Markel seconded and the motion carried.

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

Nays: None

8. For Information

A. Roof/Elevator Update

Mrs. Kennedy reported that Otis Elevator has been here every day and the elevator should be completed in about two weeks. The chair lift will be completed in approximately one month. The walls in the basement corridor leading from the elevator to Memorial Hall have been painted. Mayor DeLuca talked about having a ribbon cutting ceremony to mark the improvements made to the library's exterior and interior. It puts people on notice of the importance of investing in the building.

B. Girl Scout Sleepover – January 21

Mrs. Kennedy stated the sleepover will take place this Friday, and the final details are being worked out. The Girl Scouts have given Mrs. Kennedy their certificate of insurance. The Police, Fire, and Public Works Departments have contact names. Jane Folger will work from 1 p.m. to 9 p.m. on Friday so she can let them in at 7 p.m. She will do a program for them and go over how to lock the doors, etc.

C. Budget Presentation to Township Committee – January 22

On Saturday, January 22 at 11 a.m., Mrs. Kennedy will present the 2011 budget to the Township Committee. Mayor DeLuca senses there might be another effort to go after the Hilton Branch. There is an assumption that if the Hilton Library was closed, you would save a lot of money. Mrs. Kennedy affirmed that \$50,000 would be saved if the Hilton Library was closed and the staff was brought to Main. That is the cost for materials, gas, electric, telephone, etc. The Mayor suggested that Mrs. Kennedy be prepared to answer why she would bring the staff to Main and not lay them off. Mayor DeLuca also recommended the Library Board reach out to newly elected Township Committeeman, Brownlee. Mrs. Kennedy asked the Mayor if this was a financial issue or a political issue. The Mayor replied it is financial because some members of the Township Committee want a zero tax increase. It is also political because there is this lingering thought that we do not need “two” libraries in a town like ours. What drives the Township Committee most is money, and there is a misperception that we would be saving hundreds of thousands of dollars if we closed the Hilton Library. There was additional discussion about the cost of keeping Hilton open and the lack of space and computers available at Main for the entire community. Ms. Hilaire asked all the Trustees present to try to attend the budget presentation on January 22nd.

9. For Discussion

There was none.

10. For Action

A. Use of Stokes Fund to Hire Security Guard

Ms. Hilaire approached the suggestion to use some of the Stokes Fund to rehire a security guard to deal with the afterschool student disruptions. Currently, there is \$31,572 interest in the Stokes Fund which can be used for things over and above the library budget. The principal cannot be spent. The security guard cost would be about \$8,000 from January 24 through the end of June. The Mayor recently sent an e-mail to Brian Osborne, School Superintendent, notifying him of complaints received from the Director and staff of the Main Library regarding the behavior of middle school students when they are dismissed from school through the time they are picked up by their parents. The Mayor requested a

meeting between Mr. Osborne, middle school representatives, the library staff and himself to discuss ways to resolve this. Mr. Osborne replied he was willing to meet, but he had not received any complaints and will ask the middle school principal, Mr. Jeffrey Truppo, to brief him. Mrs. Kennedy stated a meeting with Mr. Truppo is planned for Thursday, January 20th. Ms. Hilaire noted this discussion has been going on for years with different principals and different superintendents and though the Mayor's initiative to get everybody together is appreciated, we need to act on this right away. The staff really needs relief. The staff gets spoken to disrespectfully, and graffiti has been found on furniture and walls. Mayor DeLuca said we could have the security guard here but we could still use the support from the school. Mr. Duncan suggested presenting Mr. Truppo with all the incident reports involving disruptive students. Mrs. Kennedy is also concerned about the kids left outside waiting for their parents when the library closes at 6 p.m. on Tuesdays and 5 p.m. on Fridays. Ms. Buchanan reiterated we have been through this before and the feasible solution is to hire a security guard. Mrs. Kennedy has already contacted Bowles Security Company and was informed that the same security guard, Janice, is available and can start Monday, January 24th. There was discussion as to what responsibilities the police officer on duty as a crossing guard has. The Mayor clarified the officer's responsibility is to not leave his post. Mr. Duncan pointed out that spending \$8,000 from \$31,572 is a terrific short term solution, but what is the ongoing plan to make this happen in 2011, 2012, and so on when there isn't Stokes Fund interest? Mrs. Hilaire stated that is where the ongoing discussions between the Mayor, Superintendent, and Principal come in. Mr. Duncan stated that the Stokes Fund is there for essentially special situations so we're using it to address a serious situation, use it up, and go back to the same problem. The Mayor suggested Mrs. Kennedy bring this up at the Budget Presentation Meeting. The issue of security is still outstanding and as a short term remedy the Board voted to hire a security guard through June 2011, but there are not sufficient resources to make that sustainable past June. You would like the Township Committee to recognize this is really beyond a library problem, it's a town problem, and so the town needs to consider putting money into the budget to pay for a September – December security guard. Robyn Whalen added that there are other things in place that help like the Hub and Tech Zone, but the only thing that works is to have a security guard here. Mayor DeLuca made a motion to spend \$8,000 of the Stokes Fund interest to hire a security guard from now until the end of the school year. Mr. Woolard seconded and the motion carried.

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

Nays: None

11. New Business

Mrs. Kennedy pointed out that at the December 2010 Board Meeting, the Board voted to keep the library open on Lincoln's Birthday, Saturday, February 12. Since then, it was brought to her attention that the contract states employees that work on a holiday will be granted equivalent holiday time off plus compensation at one and one-half in either time or pay, to be determined by the employee. It will cost a few thousand dollars in overtime depending on who works. The last time Lincoln's Birthday was on a Saturday was 2005. The library did stay open, but there was money in the budget for overtime. Mrs. Kennedy recommends closing on Lincoln's Birthday since the 2011 budget is still unknown making it hard to reach a decision. There was a discussion about the pros and cons of being open on Lincoln's Birthday. Mr. Duncan moved to close the library on Lincoln's Birthday 2011. Mayor DeLuca seconded and the motion was defeated by a majority vote.

Ayes: DeLuca, Duncan, Hilaire.

Nays: Buchanan, Markel, McCaffrey and Woolard.

12. Public Comment/Open Discussion

There was a discussion about the realization that tax cuts result in service cuts. The community has to know that we are hurting and we can't have this façade of business as usual. Mr. Duncan asked which \$3,000 are we going to cut from the budget to pay to stay open on Lincoln's Birthday? Should it come from the book budget? You need to choose which \$3,000 to take from the budget. Mr. Woolard stated that somebody has to draw the line somewhere and say we'll figure out how to get the extra money to stay open. Ms. Hilaire requested collecting library usage statistics on Lincoln's Birthday including the number of children, the number of adults, and what usage occurred that day.

Mayor DeLuca presented a coffee machine pamphlet. It is not feasible to offer a concession to a local vendor. He also talked about creating a memorial from WTC steel at the Hilton Branch. It will be located next to the flagpole. The steel is ready to be picked up. The insurance has to be worked out so it should be completed in the Spring. The student who thought of all this is now attending Columbia High School and will participate in the ceremony.

Ms. Hilaire asked the Mayor if he has found another Trustee yet. The Mayor is still looking into this. He has to be certain that the person appointed to the Board is going to be a fighter for the library and will stick up for the Hilton Branch.

13. Adjournment

There being no further business, Ms. Hilaire moved to adjourn the meeting at 8:53 p.m. Mr. Duncan seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Jeffrey Markel
Secretary