

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
March 16, 2011**

The March meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire at 7:42 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, Ms. Hilaire, Mr. Markel, Dr. McCaffrey (arrived during meeting), and Mr. Woolard. Mr. Duncan and Mr. Huemer were absent. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, and Karen Paradiso of the Library staff.

2. Minutes

Mayor DeLuca moved the minutes of the January 19 meeting, Ms. Buchanan seconded and the motion carried. A quorum was not present at the February 16 meeting; therefore, there were no minutes.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Mrs. Kennedy's February report was placed on file. She read a thank you letter from the Girl Scouts: "Dear Mrs. Kennedy, On behalf of Girl Scout Service Unit 28, Junior Troop 20061, Junior Troop 20635, Brownie Troop 20568, and Junior Troop 21133 would like to thank you very much for the opportunity to use your library for a library sleepover. Both the girls and the leaders had a great time. This was the first sleepover for many of the girls, and it went very well. Irene Langlois was wonderful. She coordinated with me in advance to see what we would need. She made sure that we had all the materials we asked for. She informed all the leaders of the technical details we needed to know for the night and the girls really enjoyed her tours of the library. It was a pleasure working with her. As a public librarian who is studying to become a certified for school librarianship, I was amazed at the power of this field trip. The girls were thrilled to have the full run of the shelves open to them without any parental or teacher interference. We had girls who are in remedial language arts classes picking out books and reading them on their own. These are girls who are not usually seen reading books for pleasure. The books they chose were far from those that anyone would have expected to see. Girls who only talk about Justin Bieber were reading books on the Holocaust because they wanted to learn more about what they had been studying in school. This was personal growth in action. Some of the girls rarely get to the public library and were thrilled by the wealth of information surrounding them. We had to confiscate flashlights and books in the middle of the night because they wanted to read all night. Spending the night in the library is a key to helping reluctant remedial readers find their book, and the taxpayers will be getting double their money's worth by allowing such programs. Once reluctant remedial readers find their books and learn to love reading, they will find new worlds of opportunity and a new source of self-esteem that can help them out of future remedial programs. Library sleepovers cannot happen without libraries. Thank you for being there for us. Sincerely, Charlotte Arevalo, Troop 21133."

Mrs. Kennedy added that space planner, Suzan Globus, was asked to help make some decisions about changing the teen room and the reference room and also the possibility of making a café area out of the area by the elevator. She will be here for a half day on March 23 at a cost of \$500. Ms. Hilaire asked for clarification on the cost and income generated by having a coffee vending machine. There will be no cost or income. Mr. Markel pointed out that we are giving free space to someone who is making money in the library. It may be an issue for other businesses in town. If they are making a profit, they should be paying rent for the space. Mrs. Kennedy described the provisions that three different coffee vending companies submitted. One company's vending machine requires a water line, which currently does not exist and would involve a plumber. A second company requires a minimum monthly coffee purchase or a monthly rental fee. This machine would also have to be maintained by the staff on a daily basis. The third vendor services the machine once a week and does not charge a rental fee or require a minimum monthly coffee purchase, but there is no commission to the library.

There has been no communication between Mrs. Kennedy and Maplewood Middle School Principal, Mr. Truppo since the security guard has been rehired. Ms. Buchanan asked if the library could request to have the same guard fill in while Janice is on leave for six weeks for consistency. Mayor DeLuca stated the Township Committee did budget for the library's security guard from September to December, 2011.

The Lion's Club donated \$2,800 of which \$300 will go towards large print books and \$2,500 will go towards the Teen Room renovation. [Dr. McCaffrey arrived.]

Irene Langlois has applied for the Young Adult Librarian position vacated by Timur Davis.

5. Treasurer's Report

The January and February Treasurer's reports were placed on file subject to audit. Ms. Buchanan moved to accept the January Treasurer's Report, subject to audit, Mayor DeLuca seconded and the motion carried.

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

Nays: None

There was a brief discussion about the copier expenses versus income. Mr. Markel moved to accept the February Treasurer's Report, subject to audit, Mayor DeLuca seconded and the motion carried.

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

Nays: None

6. Claims

Mr. Kennedy presented the Claims to February 16, 2011. They totaled \$22,598.26. Mayor DeLuca moved the claims be paid, Ms. Buchanan seconded and the motion carried.

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

Nays: None

Mrs. Kennedy presented the Claims to March 16, 2011. They totaled \$17,856.60. Mr. Markel moved the claims be paid, Mayor DeLuca seconded and the motion carried.

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

Nays: None

7. For Information

A. Roof/Elevator Update

Mrs. Kennedy reported that the elevator passed inspection on Monday, March 14. The chair lift is not yet completed. The architects do not want to sign off on the elevator until all the work and the clean-up is finished. The expected date of completion is the end of March.

B. Garbage Pick-Up Charge

Mrs. Kennedy stated that this is a new charge that wasn't budgeted for. For eleven years, Waste Management picked up the trash at no cost. Effective March 1, Waste Management will charge \$130 per month. Through Eric Burbank, Waste Industries agreed to do this for \$100 per month.

C. Rain Garden at Hilton

Mrs. Kennedy reported that the Green Team and the Engineering Department are looking into a grant to fund a rain garden at the Hilton Branch. A rain garden is a planted depression that allows rainwater runoff from areas like roofs, driveways, walkways, parking lots, and compacted lawn areas the opportunity to be absorbed. Water filters through soil layers before entering the sewer system. Mayor DeLuca said the rain garden would be on the opposite side of the building than the steel from the World Trade Center. Dr. McCaffrey asked why the Main building wouldn't get the rain garden. Laura Nial stated this is not a proper site for a rain garden. A rain garden cannot be flat and the stream would interfere with the absorption. The fact that water gets into the basement would make it an unsuitable site because it would focus more water near the foundation of the building.

D. 2009 Audit

Each Trustee was given a copy of the 2009 Audit to review. A resolution to accept it will be made at the April 20, 2011 meeting.

8. For Discussion

A. Ribbon Cutting for the New Elevator

The ribbon cutting ceremony will be held on Wednesday, April 20 at 7 p.m. The media will be invited. Mayor DeLuca will e-mail Mrs. Kennedy a list of invitees.

B. Bench/Wind Sculpture at the Hilton Library

Mrs. Kennedy reported that Joyce Bakri, part-time nurse in the Health Department, would like to donate a bench or wind sculpture to the Hilton Library in memory of her daughter, Mariel. The wind sculpture is about 9 feet tall and does not make any noise. The idea of a bench with a sculpture of a child reading a book was less popular since Tuscan Elementary School has a similar arrangement. Mayor DeLuca suggested Mrs. Kennedy talk to Eric Burbank to discuss the placement of the wind sculpture to make sure it does not interfere with mowing. Ms. Hilaire would like to see this project completed in the next few months.

C. Hat Fundraiser

The Hat Fundraiser is being planned by Ms. Hilaire, Marcia Leonard, Ms. Buchanan, Karen Pettis, and Laura Nial. It will be in the style of a high tea and will be held on Sunday, May 1 in Memorial Hall. There will be refreshments, raffles, and live entertainment. Invitations will go out to approximately 300 people and will also be open to the general public. The suggested donation is \$25.

D. Connecting Seniors and Youth

Ms. Hilaire received a Wall Street Journal article from Nancy Sobieski. Ms. Sobieski was hoping the library could organize a program connecting seniors and teens. Seniors are constantly complaining about the youngsters and the youngsters are oblivious about the “oldsters”. Maybe they could productively interact via computers so both groups could get to know each other. There was a discussion about the Recreation Department at the DeHart center obtaining a computer for the seniors and the possibility of the library having a presence there. There is also a relationship with the senior building on Irvington Avenue that library could possibly obtain some space for a book collection. Mrs. Kennedy said the library currently brings books to Winchester Gardens but this does not involve teens. Mr. Woolard stated that a future requirement of Columbia High School students will be to perform community service. Viola Duke at CHS is constantly looking for places students can volunteer. The Mayor suggested finding out if seniors might be interested in utilizing this service. Assuming that neither population is keen on it, an exciting program might bridge seniors and teens. Dr. McCaffrey stated there are senior Wii bowling leagues across the countries that are hugely popular and successful. Mrs. Kennedy stated the library does have Wii programs that the teens play at Tech Zone, and introducing it to seniors has been discussed. Mr. Woolard will talk to Viola Duke about volunteers to participate in a senior/teen Wii bowling league at the library, but he feels teens should go through sensitivity training before interacting with seniors. There is a computer training need for seniors; using the mouse, e-mailing, downloading pictures from their grandkids. Responsible HS kids could teach those classes. The link to the Wall Street Journal article is:

<http://online.wsj.com/article/SB10001424052748704515904576075763253410454.html>

9. For Action

A. Pay to Play Resolution for Baker & Taylor

Mrs. Kennedy explained that if you contract with a company for materials or services over \$17,500, you need to establish a non fair and open contract with that company. The library purchases most of their books from Baker & Taylor. Baker & Taylor has sent their Business Entity and Disclosure Verification which certifies they have not made any political contributions to a Township Committee Member in the previous year and prohibits them from making any reportable political contributions during the term of the contract. Mayor DeLuca moved the resolution to accept the resolution authorizing the award of a non-fair and open contract for the purchase of library materials, Mr. Woolard seconded and the motion carried.

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

Nays: None

10. New Business

Ms. Hilaire asked for volunteers for the Staff Appreciation Brunch to be held from 11 a.m. – noon on March 24.

11. Public Comment/Open Discussion

Ms. Hilaire gave an update on the Library Foundation. Rowland Bennett, Foundation President said that the incorporation papers are prepared and signed. Ellen Davenport is the Vice President and Kevin Sheridan is the Secretary/Treasurer. They met on Monday and are settling on by-laws wording. Once that is done, it will be submitted and mailed to Trenton. At that time, the Foundation will become an entity, obtain a tax identification number, and open a bank account. They are quietly looking for appropriate people to be on the board of trustees. A date to complete the process of establishing the

Foundation is currently unknown. Mr. Bennett might attend the April 20 Library Board of Trustees' meeting per Mr. Markel.

Mr. Markel asked for an update on the website. Mrs. Kennedy reported that Fredi Bremond, web developer has been hired and should be producing her initial design within a month. The new website should be up by late spring or early summer. Laura Nial stated that The Friends are paying for the web designer and her bid came in under the \$15,000 set aside for this. She designed the Princeton, Westport, and Greenwich websites. Mrs. Nial also commented she thinks the senior/teenWii is a very good idea. There was further discussion about bringing seniors and teen together. Dr. McCaffrey described the Grandparents Project which is a website that tries to connect seniors to youth in the field of advice giving.

The NJLA Conference will be held in Long Branch on May 3 and 4. If interested in attending, registration is online at <http://njlaconference.info/>.

13. Adjournment

There being no further business, Ms. Hilaire moved to adjourn the meeting at 8:59 p.m. Mr. Woolard seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Jeffrey Markel
Secretary