

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
April 20, 2011**

The April meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire 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, Ms. Hilaire, Mr. Huemer, Mr. Markel, and Dr. McCaffrey. Mr. Duncan and Mr. Woolard were absent. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, and Jane Folger and Barbara Laub of the Library staff.

2. Minutes

Mayor DeLuca moved the minutes of the March 16, 2011 meeting, Dr. McCaffrey seconded. There was a majority vote to accept the minutes. Mr. Huemer abstained as he was not present.

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

Abstention: Huemer

Nays: None

3. Public Comment

Ms. Hilaire took the opportunity to thank the assembled for attending the Elevator Ribbon Cutting Ceremony. She also thanked Ms. Buchanan for her help with the refreshments.

Laura Nial stated that the Friends of the Library have finished their budget for the current year and have allotted \$22,145 in support of the Library. This includes completion of the website, the children's and teen's summer reading programs, teen space, purchase of color Nooks, an adult summer reading program, the Hilton writing lab and science programs, the museum pass program, and a gift for Michael Steiner who has been helping out at Hilton. In addition to that, \$700 has been budgeted for staff scholarships and \$500 for books.

4. Report of the Library Director

Mrs. Kennedy's March report was placed on file. She thanked Laura Nial for the Friends' generous gifts and expressed gratitude for now being able to go ahead with all the projects planned. She added that there should now be enough gift money to complete the space plan which includes taking down shelves and creating a café area. The quiet area will become the teen area. The intent is to start this transition after school is out and have it completed by September, 2011. Mrs. Kennedy announced Jane Folgers's upcoming *Meet The Warriors* program to be held on Monday, April 25. The chief and warriors of the Samburu Tribe of Kenya will be here. This is part of the African Pen Pals Program which has been ongoing for three years. Mrs. Kennedy then reported that Kathy Goldfine will be out for about three weeks, and some of her responsibilities will be farmed out to other employees. She then verbally made known her plans to retire at the end of 2011. Her official letter will follow.

5. Treasurer's Report

The March Treasurer's report was placed on file subject to audit. Mr. Huemer stated that we are slightly over 25% and that is because 50% of the system license fee has been paid. He pointed out that the gas and electric line was high. This is due to a very cold winter and an increase in fuel prices. Mrs. Kennedy added that next year there will be additional fees associated with the elevator. There is a two

year warrantee on the elevator and a one year warrantee on the chair lift. Mr. Markel moved to accept the March Treasurer's Report, subject to audit, Mr. Huemer seconded and the motion carried.

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

Nays: None

6. Claims

Mrs. Kennedy presented the Claims to April 20, 2011. They totaled \$31,034.06. Ms. Buchanan moved the claims be paid, Mr. Huemer seconded and the motion carried.

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

Nays: None

7. For Information

A. Kill a Watt Circulation

The Green Team has given the library four kill a watt devices that measure the wattage of an appliance you have plugged into it. There are two at the Main Library and two at Hilton. They are being circulated like a book and are constantly checked out.

B. Hats Off to the Library Fundraiser

Ms. Hilaire reported the Hats Off to the Library Fundraiser will take place in Memorial Hall on Sunday, May 1. There was an article announcing it in Maplewood Matters. It is the brainchild of Marcia Leonard. Karen Pettis, Marcia Leonard, Carol Buchanan, Laura Nial and Katherine Hilaire make up the committee. RSVPs are still coming in. Approximately \$1,870 has come in to date.

C. NJ State Library's Best Practices in Early Literacy Award

The New Jersey State Library was looking for best practices in early childhood literacy. Jenny Burkholder, Children's Librarian at Hilton, submitted the literacy backpacks she had put together. As a result, Maplewood was one of four libraries that received a \$500 award. Jenny will go to the State Librarians' Breakfast at the NJLA Conference in the first week of May. She will also have to be on a panel at the Head Start Conference. The early literacy backpacks are these cute backpacks the kids can wear. They are themed and may contain books, a video, a music tape, coloring books, and a puzzle. The backpack is checked out, goes home, and the parent and child interact. Jane Folger added that she recommended that Jenny apply for this grant, and the backpacks contain all things for early literacy, not just books. They are appropriate for pre-readers and early readers. The grant was obtained through Prevent Child Abuse-New Jersey about two years ago. Mr. Huemer suggested this award be mentioned at the next Township Committee Meeting.

8. For Discussion

Ms. Hilaire was contacted regarding installing solar panels in the parking lot of the Main Library. She asked if this would be worth pursuing. Mayor DeLuca feels it should not be pursued at this time. The parking lot is surrounded by trees, the park has just been designated an historic site, and there isn't strong sunshine on any side of the building most of the day.

Dr. McCaffrey questioned why a volunteer she recommended to help out with a Teen/Senior computer program was turned down. Barbara Laub explained that past experience with this person has been uneven and the staff was hesitant to use their services. The library had planned to bring in another volunteer who has already prepared his curriculum. We are also trying to get computer classes through the B Top Grant (Broadband Technology) which is being administered through the NJ State Library. The

community colleges are supposed to be offering computer classes. At this point, the computer classes are covered for the upcoming months. There was further discussion about how volunteers might not be right for the library at certain times and the possibility of tapping into them for future programs.

Ms. Hilaire asked if it was possible to get a video copy of the interview the Tuscan School fifth graders conducted with Children's Librarian, Irene Langlois. Jane Folger will try to get a copy. Ms. Hilaire would like to build a collection of videos of the library to use on YouTube or in other promotional areas. Ms. Hilaire asked for a description of the Hilton Writing Lab. Jane Folger explained that it is not a class; it is help on whatever project you bring in. Mrs. Kennedy added they have also been helping teens with college application letters.

9. For Action

A. Resolution to Appoint New Board Treasurer

Ms. Hilaire read, "Be it resolved by the Board of Trustees of the Maplewood Memorial Library assembled in an open public meeting on April 20, 2011 that said Board does hereby appoint Jeffery Markel as Treasurer for the remainder of 2011." Mayor DeLuca moved to accept the resolution, Mr. Huemer seconded and the motion carried.

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

Nays: None

Mr. Huemer apologized that his work schedule has kept him away from Board meetings and is glad the Board took this action.

B. Resolution to Appoint New Board Secretary

Ms. Hilaire read, "Whereas the office of Secretary for the Maplewood Memorial Library Board is vacant, therefore, be it resolved that the Board of Trustees of the Maplewood Memorial Library assembled in an open public meeting on April 20, 2011 that said Board does hereby appoint Katherine McCaffrey as Secretary for the remainder of 2011." Mayor DeLuca moved to accept the resolution, Mr. Huemer seconded and the motion carried.

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

Nays: None

C. Resolution to Accept 2009 Audit

Ms. Hilaire read, "Be it resolved by the Board of Trustees of the Maplewood Memorial Library assembled in an open public meeting on April 20, 2011 that said Board does so accept the Samuel Klein and Company Audit Report for the fiscal year 2009." Mrs. Kennedy added that this resolution is the result of the auditor's recommendation. There were two other recommendations. One was about the Pay To Play which we took care of last month and the second one was that more care be exercised to avoid any budget over expenditures. Mrs. Kennedy stated that it was our understanding that within the operating budget, we could do that. We couldn't go from salary and wages to operating budget. Mayor DeLuca suggested the Board affirmatively approve the transfer of money from under expended lines to over expended lines at the end of the year. Mr. Markel moved to accept the resolution to accept the audit, Ms. Buchanan seconded and the motion carried.

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

Nays: None

D. Close Library Half Day on May 6 for Staff Development Day with South Orange Library

Mrs. Kennedy stated we haven't had a staff development day in a while, and South Orange asked if we wanted to do one with them. The topic is all manner of diversity. The speaker is through Library Link NJ. The library would be closed in the morning and open at 1 p.m. Mr. Huemer moved to close the library a half day on May 6, Mayor DeLuca seconded and the motion carried.

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

Nays: None

10. New Business

A. Memorial Day Parade

Mrs. Kennedy stated the staff is interested in marching in the parade again this year and is considering using the Hats Off to the Library theme. All Trustees are invited to join in.

11. Public Comment/Open Discussion

There was none.

12. Adjournment

There being no further business, Mayor DeLuca moved to adjourn the meeting at 8:21 p.m. Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Katherine McCaffrey  
Secretary