

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
May 18, 2011**

The May meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Buchanan at 7:35 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 (arrived during meeting), Mr. Markel, Dr. McCaffrey, and Mr. Woolard. Mr. Huemer was absent. Also present: Mrs. Kennedy, Director, Rowland Bennett, President of the Maplewood Library Foundation, Laura Nial of the Friends of the Library, and Jane Folger, Barbara Laub and Ada LaPoint of the Library staff.

2. Minutes

Mr. Duncan moved the minutes of the April 20, 2011 meeting, Mr. Markel seconded and the motion carried.

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

Nays: None

3. Public Comment

Mr. Bennett gave an update on the Library Foundation. On December 1, 2010, the Foundation became incorporated. The tax number has been obtained, and the by-laws have been completed and sent to Trenton. The Foundation is set up to have nine Directors. Three Directors will serve three year terms each on a rolling basis. There is a President, Secretary and Treasurer. Currently, the Board consists of Rowland Bennett, Ellen Davenport, Kevin Sheridan, and Judge Cohen. Another person has not confirmed their participation yet. Four additional enthusiastic library supporters are being sought to serve on the Board. They do not have to be Maplewood residents. The Library Board of Trustees can appoint the liaison. [Ms. Hilaire arrived.] There are different concepts as to what the Foundation will do. Fundraising and a shelter for endowment are definite objectives. The Foundation's current priority is populating the Board and making plans for the fall. Ms. Hilaire will forward the e-mail addresses of the Foundation Committee to Mr. Bennett. Dr. McCaffrey stated she has a contact willing to help with appeal letters.

4. Report of the Library Director

Mrs. Kennedy's April report was placed on file. She added that with all the heavy rain, Memorial Hall has been flooding. On a happier note, Jennifer Burkholder accepted the award for Best Practices in Early Literacy and was given a \$500 check. Hilton Library was in august company with Bernardsville Public, Jersey City, Somerset County, Middletown Township, Monroe Township, Princeton, and a branch of the Somerset County Library. Mrs. Kennedy then spoke about the Newark Peace Education Summit. Attendees included the Dalai Lama, Newark Mayor Cory Booker, Nobel Laureates, peace advocates, and a thirteen year old boy, Mahishan Gnanaseharan. [Mayor DeLuca arrived.] In a Star Ledger article, Mahishan is quoted, "I was up there with people I had only read about." Reading is what got Mahishan on the panel to begin with. The time he spent at the Newark Public Library and the things he was reading got the attention of Library Director, Wilma Grey. She floated his name to the people putting the seminar together. In September, Mahishan was notified that he would be on the panel. Another indication of how

important public libraries are in the lives of young people. Especially Newark Public which has been cut back to hardly functioning.

Mrs. Kennedy announced she will be on vacation for two weeks, and Barbara Laub will be in-charge. To Ms. Hilaire's question, Mrs. Kennedy replied that the speaker for Staff Development Day was Lourdes Tango who was hired through CAM Consultants and was partially subsidized by the New Jersey Library Cooperative. The topic was managing all forms of diversity. The talk was geared towards working with fellow employees but easily translated into working with the public. Ms. Hilaire requested that the new children's librarian, Liz Hoens, could be invited to the next Board meeting. Ms. Folger will ask her. Betsy Wald just applied for the Franklin Institute Grant for Hilton's Leap into Science programs. There was a brief discussion as to whether a children's program is still held when only one child attends. Jane Folger stated it is unusual for that to happen, but the program is still held.

5. Treasurer's Report

The April Treasurer's report was placed on file subject to audit. Mr. Markel pointed out the database line is 62% spent and that is because most of the database renewals occur in the first half of the year. He noted the electric and telephone lines are high and we haven't turned on the air conditioning yet. The telephone expense has gone up due to the installation of an emergency phone in both the elevator and chair lift. Mrs. Kennedy added that we are now paying for trash pick-up which was not budgeted for, and there will be costs involved with the elevator and chair lift. Ms. Buchanan moved to accept the April Treasurer's Report, subject to audit, Mr. Duncan seconded and the motion carried.

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

Nays: None

6. Claims

Mrs. Markel presented the Claims to May 18, 2011. They totaled \$21,963.86. Mr. Markel moved the claims be paid, Mr. Duncan seconded and the motion carried.

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

Nays: None

7. For Information

A. Bathroom Renovations

Mrs. Kennedy reported the next project is renovating the public bathrooms to meet ADA compliance. The current men's and women's public bathrooms and the staff bathroom will be remodeled into a wheelchair accessible men's room and a wheelchair accessible women's room. The staff will be losing its bathroom. The only other bathroom for the staff is in the basement, but it is in need of renovations. Mrs. Kennedy went to Joe Manning to advocate for renovating the basement staff bathroom. Approximately 700 people come through the doors every day. None of the ADA money can be used to renovate the staff bathroom. Mayor DeLuca suggested it should be a 2012 request. The ADA compliant bathroom projects will go out to bid in the summer and start in the fall. If they work on one bathroom at a time, the other will become a unisex bathroom which creates a safety concern for children. The café is also being planned and hopefully will be completed during the summer.

B. Chair Lift Update

Mrs. Kennedy reported the chair lift is in service. A key for it will be kept at the Reference desk. Mr. Markel suggested the chair lift be publicized on the Township website so people know it is operational. There was a discussion about placing a sign as you come in to the library announcing the

availability of the elevator when there is an event in Memorial Hall. The agreed procedure is to have the elevator accessible to all during an event in Memorial Hall.

C. Hats Off Fundraiser

Ms. Buchanan reported it was very successful and a lot of fun. She thanked Marcia Leonard for her idea and donation of the hats. A total of \$2,386.58 was raised.

D. Samburu Warriors Program

Ms. Hilaire reported the program was a huge success and was well attended. Mayor DeLuca jumped with the warriors. A video of the event can be viewed on the Library's blog. A DVD collection of library events is underway. Jane Folger added the event was very successful, the public was pleased, we got positive feedback, it was good for library image, and good for community outreach. More Pen Pal programs are scheduled for this summer. Ms. Hilaire thanked Ms. Folger for pulling the program together.

8. For Discussion

A. Summer Fundraiser Ideas

Ms. Hilaire stated how important it is to engage the community in fundraising. Any ideas for future fundraising are welcome. Jane Folger mentioned there will be a benefit concert in the fall given by the group *Starfish*.

9. For Action

There were no items for action.

10. New Business

Mayor DeLuca reported that on the evening of the Samburu Warrior program, a patron complained about the level of noise in general. The patron is concerned about noise from other patrons. She also thinks the staff speaks too loud, and the dialog that exists among the staff is inappropriate for a library. This patron utilizes both the Hilton Branch and the Main Library. Ms. Hilaire admitted that when she first moved here, she felt the noise level was high in the library but has realized that is the norm in libraries today. Mrs. Kennedy stated that the patron was offered a quiet room but she refused.

11. Public Comment/Open Discussion

Laura Nial reminded everyone that the Friends Book Sale was this weekend. The Friends' preview is Friday night. Please come and buy books.

Jane Folger reported there will be a reception for the David Coble Fund on Saturday, June 18. The collection purchased with the fund money will be called, *The Fierce Creature Collection* and will include books on dragons, dinosaurs, monsters, scary creatures, things of that nature. Ms. Folger created a bookplate from one of David's drawings. She added that the library will be marching in the Memorial Day parade using the Hats Off to the Library theme. Staff, patrons and Trustees are invited to march.

12. Adjournment

There being no further business, Mayor DeLuca moved to adjourn the meeting at 8:40 p.m. Mr. Duncan seconded and the motion carried.

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

Nays: None

13. Resolution to go into Executive Session to Discuss New Director Search

Mayor DeLuca stated that under the New Jersey Open Public Meeting Act, any pending contract negotiations, in which the public body is or may become a party, are allowed to be discussed in a closed session. Mayor DeLuca moved to go into closed session to discuss a potential negotiating position for this body regarding shared staff leadership with another library and/or consider a private library management firm. Since that is proprietary information in which a strategy would be discussed that this body would use to pursue that, it falls within the requirement for a closed meeting. The Township attorney was consulted on this. Mr. Duncan seconded and the motion carried.

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

Nays: None

Mrs. Kennedy requested she be permitted to stay with the Board's approval. Mayor DeLuca moved the session be open to Trustees only. Mr. Duncan seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Katherine McCaffrey
Secretary