

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
June 16, 2010**

Prior to the start of the board meeting, Mrs. Kennedy read an e-mail from Tuscan school praising Children's Librarians Irene Langlois and Jennifer Burkholder for meeting with 14 classes in the morning and 14 classes in the afternoon with humor and grace. The teachers appreciate their perfecting the Summer Reading Club and encouraging students to reach out to the community. Mrs. Kennedy then read a comment from an unsatisfied patron, "There are a lot of young adults cursing loudly on the front steps to the library." There have been six incident reports since May 1. At a recent Department Heads' meeting, the police chief commented this was a particularly bad year with students.

There was a YouthNet meeting on May 4 to plan the summer Tech Zone. It will be held in Memorial Hall on Mondays, Wednesdays and Thursdays through July.

The Friends raised \$3,800 on their one day book sale. They contributed \$5,100 for the Summer Reading Club and paid our \$5,000 eAudiobook annual subscription.

Mr. Kennedy reported the town is getting a steel beam from the World Trade Center which will be placed at the Hilton Library by the flag pole. There was discussion about getting a flag for the flag pole.

Dr. McCaffrey reported the beautification project at Hilton branch is progressing very slowly. DPW had been booked up until Memorial Day and are now available. Eric Burbank, Director of Public Works, is looking for funds to remove the overgrown shrubs and replant. There is money from the Open Space Trust Fund. Dr. McCaffrey met with Annette DePalma and Eric Burbank and walked around the Hilton grounds to discuss what landscaping needs to be done. Chris Czech will be available after Memorial Day to do a design for the side of Hilton.

Dr. McCaffrey reported the Advocacy flyer failed because they couldn't get a consensus on it. Pamela Erens will start working on the video project in the summer. When the Advocacy, Grassroots Fundraising, and Foundation committees were originally set up, the vision was that there would be Champions chairing these committees and the Trustees would be a liaison. It is evolving that the Trustees are in charge of the groups which Dr. McCaffrey thinks is a problem especially for the Foundation. There are four people still involved in the Advocacy Committee. Ms. Hilaire asked if the Advocacy group would be willing to get involved with the Grassroots Fundraising Committee's *Show Us Your Card* merchant event in September. Dr. McCaffrey will ask them. Establishing the revenue transaction with the merchants needs to be worked out. Laura Nial suggested asking the owner of the Village Trattoria about his participation in fundraising for Ultimate Frisbee.

At 8 p.m., the June meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire. 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, and Dr. McCaffrey. Mr. Duncan, Mr. Huemer and Mr. Woolard were absent. Also present: Mrs. Kennedy, Director, Joani Ascher of the Library staff, Laura Nial of the Friends of the Library, Nancy Sobieski of the CBAC, and Mr. Klein, library patron.

2. Minutes

Mr. Markel moved the minutes of the May 19, 2010 meeting, Ms. Buchanan seconded and the motion carried.

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

Nays: None

3. Public Comment

Nancy Sobieski asked why there was such a broad range in the bids for the roof which were from \$579,000 to \$345,000. She asked if the lowest bid has to be approved. Per Mayor DeLuca, the lowest responsible bid is approved. There were five bidders, and DelTech was the lowest. A bond will be put out for the job. Ms. Sobieski asked who is responsible for making sure the contract is met. Mayor DeLuca explained that there is a financial bond in case the contractor defaults then the Township can file a claim and hire somebody else to complete the job. The office of the Town Engineer will monitor the construction or the Township will hire someone to be the construction manager to watch them.

Mayor DeLuca reported the roof, elevator and lift were approved 5-0. There were five bids from a high of \$546,000 to a low of \$317,000 for the elevator and lift. The Mayor presented a drawing showing where the elevator and lift will go. The elevator will go from the main floor to the basement. A wall will be built to create a corridor from the elevator to Memorial Hall. The lift will go from the main floor to the upper and lower stacks. The drawing showed where the new ADA compliant bathrooms will go in the future. Ms Hilaire and Mrs. Kennedy will be invited to construction meetings. A new Township Engineer will be hired the first week in July.

4. Report of the Library Director

Mrs. Kennedy's May report was placed on file. She again mentioned reading the letter from the schools that were very appreciative of the Children's Librarians visits to promote the Summer Reading Club. She mentioned Hilton will be receiving a steel beam from the World Trade Center. The Mayor was approached by a Columbia High School senior last September about getting a piece of steel from the World Trade Center. The 3' by 2' piece of steel will be placed next to the flag pole. Mrs. Kennedy had a discussion with the Police Chief about installing a camera in front of the library. A bicycle was vandalized on June 15 and the victim's mother asked if we had cameras. Joseph Manning thought it was time to do it and will come up with the funds necessary to have a camera installed. The person holding U.S. Census training at the library had his bicycle stolen at 11 a.m. one day. It was chained, but all that was left was a tire. Mayor DeLuca stated a camera is useful for evidence but not useful as a deterrent. It would capture people going in and out of the library. There was a discussion about the validity of installing a camera and privacy issues. Mayor DeLuca suggested inviting either the police chief or his representative to a meeting to answer questions such as, who has custody of the tapes, do cameras work as prevention, do signs announcing a camera's presence work as prevention?

5. Treasurer's Report

Mrs. Kennedy stated we are under budget having spent 38% at the end of May. Mr. Markel asked why the Copier line is 55% spent. Mrs. Kennedy explained the copiers also bring in revenue. Ms. Buchanan moved to adopt the Treasurer's Report, subject to audit, Mr. Markel seconded and the motion carried.

Ayes: Buchanan, DeLuca, Hilaire, Markel, and McCaffrey.
Nays: None

6. Claims

Mrs. Huemer presented the Claims to June 16, 2010. They totaled \$21,882.54. Mr. Markel moved that the claims be paid, Ms. Buchanan seconded and the motion carried.

Ayes: Buchanan, DeLuca, Hilaire, Markel, and McCaffrey.
Nays: None

7. For Information

A. Mature Workers Program-Urban League

Mrs. Kennedy reported the Urban League contacted her to partner with the federally funded Mature Workers Program. They will match somebody to your organization and they pay them. The library will hire someone to shelve books for 20 hours per week. They guarantee they will be here for one year and can sometimes extend that. The process is similar to a regular hire. The candidate sends a resumes and comes in for an interview. Some of the other departments in town are looking into this. Dr. McCaffrey asked if we could hire a mature security guard. Mrs. Kennedy said the security guards we had were bonded by the schools and had training. The library had people from the community acting as after school monitors and there were issues with dealing with the kids. Mayor DeLuca added the Mature Workers Program has to approve the job being assigned. The Urban League contacted Mrs. Kennedy about two years ago. At that time, we only needed somebody for ten hours a week. Now with all our cutbacks, we can hire somebody for 20 hours a week. The people in this program are all over 55 and of a certain income.

B. Fundraising and Advocacy Committee Reports

Mrs. Kennedy stated she had heard from Mr. Huemer and he is looking for somebody to take over heading the Foundation Committee. He will forward the list of committee members to Mrs. Kennedy. Ms. Hilaire will contact the members of the Foundation Committee to let them know that Mr. Huemer will not be committee chairman and she will set up the next meeting. The Rutgers law student is ready to meet with the group and is available any weekday evening except Wednesday.

Dr. McCaffrey stated Pam Erens has started working on the video project. Chris Czeck will be contacted to do a design on the side of Hilton Library and coordinate with the steel beam. Annette DePalma has been talking to Eric Burbank about the planting at Hilton. Dr. McCaffrey reported on the lunch meeting Mr. Markel and she had with the South Orange Library board members about one month ago. They met with Elissa Malespina and Tom Vilardi and talked about developing a unified catalog to be able to exchange data. Joani Ascher explained that if we don't have a title, other libraries' catalogs can be accessed. South Orange's catalog is checked first. Mr. Markel said the catalogs use different systems and are not integrated. It is not yet known if there would be a cost or savings in this. Another issue discussed was looking at ways the collection could be combined to save space. One example is the map room. Both Hilton and South Orange have a map room. Those resources could be combined to make a Maplewood/South Orange map room that would be open longer, eliminating it in one library and creating more space. The third issue was to look at coordinating hours and furlough days. They also discussed ways the three libraries could develop distinct identities, whereas the Hilton library becomes the children's library or business library. Each library would become a magnet and have a particular specialty. The collection would be enhanced in that direction and eliminate duplication. Mrs. Kennedy feels this idea has possibilities, but the people in Maplewood and South Orange are still going to want

their own all purpose library. Dr. McCaffrey said if she comes here looking for a book that's not in the collection, she'll order it on Amazon. This is a statistic the library has no way of tracking. If each library concentrates on specific subjects, they could have an enhanced collection on those subjects. It could also bring in donations from groups specializing in that subject such as the Garden Club.

Ms. Buchanan presented the Lemonade Stand kits. The stands will be set up the week of June 24 and another week in July. The kits will be available at the Summer Reading Club kickoff and at both libraries. Joanne Beckerich has been working on the publicity. The Grassroots Fundraising committee members wrote up the information in the kit. The News Record, The Local and MaplewoodPatch have been notified. Mayor DeLuca suggested notifying the Star Ledger also. Ms. Buchanan stated the original committee that met to plan the Library Champions will meet again to take a look at the September *Show Us Your Card* dining/merchant project. She asked if members of the Advocacy Committee might be pulled in as the number of people involved will determine the scope of this project. It will be a joint project with the library staff.

C. New Trustee Update

Mayor DeLuca is still looking for another Trustee. He has someone in mind but is open to suggestions in case it doesn't work out.

D. Jewish Vocational Services Partnership

Mrs. Kennedy was contacted by Jewish Vocational Services in the spring. They were writing a grant for helping people over 65 looking for jobs. Mrs. Kennedy wrote a letter supporting them. They did get the grant and will partner with the library and hold programs here on resumé development, interview practice, and job search skills for people 65 and older.

8. For Discussion

A. Meeting Room Use After Hours

Mrs. Kennedy offered opening the library to meetings on Tuesday nights when we close at 6 p.m. A building monitor would have to be hired through the Recreation Department for a minimum of three hours per George Rague, Recreation Director. Their rate is \$10-\$12 per hour. There is also a fee for the use of the meeting room. Mayor DeLuca stated this will create goodwill in the community. Ms. Hilaire moved to accept keeping the library open on Tuesday when a meeting is planned and a monitor hired. Mr. Markel seconded and the motion carried.

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

Nays: None

B. Coffee Machine in Library

Mrs. Kennedy asked if there were any objections to place a coffee vending machine in the lobby of the library. This would serve as a courtesy to patrons who are spending more time in the library with their laptops. No income is derived from this for the library. Although having coffee available to our patrons is a good idea, it was agreed local merchants should be sent a Request for Proposal to see if they have an interest in setting up a coffee station instead of installing a vending machine. Dr. McCaffrey will investigate how Montclair set up their coffee station. Mayor DeLuca will look into a past proposal to set up Café Maplecrest for guidance.

9. For Action

A. RFP for Banking Services

The library must make deposits every 48 hours which requires using a local bank. Therefore, Valley National Bank and Bank of America were contacted for banking services. Valley National offered us a no interest checking account with 300 free transactions per month. Bank of America could not offer fee free banking. Ms. Hilaire moved to accept Valley National Bank's RFP for banking services. Mayor DeLuca seconded and the motion carried.

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

Nays: None

B. Approval to Close Wells Fargo Account and Move Funds into NJ Cash Management Account

As discussed at the May 3010 meeting, the Wells Fargo account has higher service fees than interest earned. Ms. Hilaire moved to close the Wells Fargo account and move those funds into the New Jersey Cash Management account. Mayor DeLuca seconded and the motion carried.

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

Nays: None

C. Cancel August Board Meeting

Mrs. Kennedy explained the August Board meeting is usually cancelled. Mr. Markel moved to cancel the August Board meeting, Mayor DeLuca seconded and the motion carried.

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

Nays: None

D. Trash in Front of Library

Mayor DeLuca will speak to the school superintendent, Mr. Osborne regarding trash left by students.

10. New Business

There was none.

11. Public Comment

Mr. Klein asked if there were any updates to the State Budget and the effect that has on the library. Mrs. Kennedy reported the effect will not be known until the end of June. There are no contingencies. If the cuts go through as originally planned, interlibrary loans will be gone. Some databases obtained through the state will be gone. In another year, internet access gotten through the state will be gone. Three out of four regions are already gone. Delivery between libraries will be gone. The library would have to pay for internet access. There's been some hopeful optimism that some of those funds will be restored.

Mr. Klein mentioned that he has been in the library when the students are dismissed and they have been extremely disruptive which puts a lot of stress on the staff. Is there something that can be done? Ms. Hilaire reported the police have been called in.

Ms. Hilaire talked about the framework for the transactions for the *Show Us Your Card* September project and the need to help structure the transactions. Mayor DeLuca proposed asking the merchants what they estimate to collect and have them show us their receipts for that night. It would be easier if merchants agreed to donate a percentage. Verjus has collected for Tuscan school. Churasco is collecting for St. Joseph school. The use of tear off coupons was discussed whereas the customer's donation would match the amount on the coupon. Placing collection jars in establishments is another option. Ms. Hilaire expressed the need for sponsors to cover the cost of printed material, etc.

Ms. Sobieski commended the librarians and staff who participated in the Memorial Day parade. All present gave a round of applause. Ms. Sobieski then commented that the library's Board meetings are not listed in the Maplewood Leaflet. Mrs. Goldfine will contact Jean Plantin, Assistant Township Administrator, and ask to have the board meetings listed and the Library's Board of Trustee list updated on the Township website.

Ms. Sobieski repeated that it is essential the roof replacement be monitored.

There being no further business, Ms. Hilaire moved to adjourn the meeting at 9:35 p.m. Mr. Markel seconded and the motion carried.

Ayes: Buchanan, DeLuca, Hilaire, Markel, and McCaffrey.
Nays: None

Respectfully submitted,

Jeffrey Markel
Secretary