

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
September 15, 2010**

The September 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, Mr. Duncan, Ms. Hilaire, Mr. Markel, and Dr. McCaffrey. Mr. Huemer and Mr. Woolard were absent. Also present: Mrs. Kennedy, Director, Susan Joseph of the Foundation Committee, and Laura Nial of the Friends of the Library.

2. Minutes

Mayor DeLuca moved the minutes of the July 21, 2010 meeting, Ms. Buchanan seconded and the motion carried.

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

Nays: None

3. Public Comment

Laura Nial commended the Children's and Young Adult Departments for a terrific job with the Summer Reading Program. They had over 1,300 children and 400 teens participate this year. She added that the Children's Room looks fabulous and they deserve everybody's thanks for putting all that work into it. She also stated it was terrific the new roof was underway. Ms. Hilaire thanked the Friends for once again sponsoring the Summer Reading Club.

4. Report of the Library Director

Mrs. Kennedy's July/August report was placed on file. She added that the staff would be getting hazardous condition training on September 16 from the Fire Department. This is necessary due to the lack of a custodian and the occurrence of accidents especially in the Children's Room. The back door will be painted by the roofing contractors. Hilton has been landscaped and looks attractive thanks to DPW. At the next Township Committee meeting on September 21, there will be a proclamation for September's library card sign up month. Mrs. Kennedy will be there to accept it, and she invited the Trustees to attend. Mrs. Kennedy was asked permission by the HarvestFest committee to use the Hilton Branch grounds for pony rides and a petting zoo on October 30. She asked Mayor DeLuca how to proceed. Mayor DeLuca suggested the HarvestFest committee contact Joseph Manning. Mrs. Kennedy then presented a picture of some of the library staff at the September 10 Employee Appreciation Picnic. A lot of the staff couldn't go because it was Rosh Hashanah.

Ms. Hilaire acknowledged that the SCORE seminars held at Hilton Branch have been well attended. She asked if Patrick Curran has received any commendation or public recognition for his help on the website design. Mrs. Kennedy stated Mr. Curran is still helping the website committee and their work isn't done yet. He will be formally thanked when the task is done.

At this time, Mayor DeLuca requested going into a closed session for a private discussion. Mrs. Nial, Ms. Joseph, and Mrs. Goldfine left the room. After some time they were called back and the meeting resumed.

5. Treasurer's Report

The July and August Treasurer's reports were placed on file subject to audit. To date, the proceeds from the Lemonade Stand fundraiser total \$1,527.92. Mr. Markel noticed that the system license fee is slightly overspent. This is due to a price increase. The Salary and Wages line was high due to July having three pay periods. Mayor DeLuca moved to adopt the Treasurer's Reports, subject to audit, Mr. Markel seconded and the motion carried.

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

Nays: None

6. Claims

Mrs. Kennedy presented the Claims to September 15, 2010. They totaled \$23,350.23. Mayor DeLuca moved the claims be paid, Mr. Markel seconded and the motion carried.

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

Nays: None

7. For Information

A. New Jersey State Library Trustee Institute

Mrs. Kennedy stated the registration for the September 25 seminar has been extended until September 22 if anyone is interested in attending.

B. Fundraising/Advocacy Committee Reports

Ms. Buchanan reported that the Lemonade Stand fundraiser is just about over. A little over \$1,500 has been raised to date. Thank you notes went out to all the participants. The proceeds from the Lemonade Stand fundraiser went into gift funds for adult and children's books, audio books, music CDs, and videos. A Lemonade Stand label will be placed in materials purchased with the funds.

A letter from the Mayor went out to forty restaurants and merchants asking for their support in the *Show Your Card* fundraiser. The merchants still have to be canvassed, but there is a lack of committee members willing to do this. Any volunteers would be welcome. The merchants are given three options: one is to agree to pay a flat amount, one is to donate a percentage of their earnings, and one is to agree to have a collection vessel on their premises. Once the merchant agrees to participate, they will be given a kit which includes a sign to place in their window, an envelope to submit the proceeds, and a fact sheet which describes the different forms of publicity they will get.

C. Foundation Report

Dr. McCaffrey agreed to be the co-chair of the Foundation Committee. She reported the committee met on September 1. The agenda included the Mission Statement, the By-Laws, and the Certificate of Incorporation. They constructed a Mission Statement, they are tweaking the Certificate of Incorporation, and the By-Laws should be written at the next meeting. Dr. McCaffrey would like to send out letters to the community seeking donations this year, but that cannot happen until the Foundation is in place. Ellen Davenport and Rowland Bennett are on the committee. Mrs. Kennedy will reach out to Christine Phelan, Rutgers Law student, to make sure she has what is needed to complete the legal process to establish the Foundation. Ms. Hilaire stated the Library Board of Trustees needs to clarify its relationship to the Foundation. Members are being sought to serve on either the Foundation Committee or the Foundation Board. Mr. Duncan agreed to work on the By-Laws.

D. Lion's Club 5k Race

Mrs. Kennedy reported the Lion's Club 5k Race will be held on Sunday, October 17. The Library and the Tree Department of Public Works are going to be the beneficiaries of what they raise. This could be from \$5,000 - \$8,000 depending on how many people run.

E. Air Conditioning at Main Library

Mrs. Kennedy reported the main library needs a new cooling tower which will cost \$46,265. She will put it through to the Township as a capital request in the budget. Mrs. Hilaire asked about the roof and elevator. Currently, the roof is about 95% complete. The elevator should be completed by the end of the year.

8. For Discussion

A. "Show Your Card, Show Your Support" Fundraiser

This was discussed in Item 7.B.

B. Lettering on Building

Mrs. Kennedy requested having the lettering over the front entrance and on the side of the building polished so it would be more visible. Mayor DeLuca suggested she get a quote from DPW .

9. For Action

A. Girl Scout Sleepover at Main Library

Mrs. Kennedy presented a request from a Girl Scout Troop, consisting of 50-70 members, to have a sleepover at the Main Library which needs Board approval. Her concerns are insurance, security, and the cost of keeping the heat and lights on. One of the Children's Librarians would stay to read a story to them. After some discussion, it was decided that a waiver releasing the library from liability should be signed by the parents. A letter of agreement, including clean up, between the library and the Girl Scout troop was discussed and deemed necessary. The Trustees felt this was a good idea which will portray the library in a positive way. A fee per child of \$12.00 was agreed upon. Mayor DeLuca moved to allow the Girl Scout Troop sleepover. Ms. Buchanan seconded and the motion carried.

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

Nays: None

B. Friends' Book Sale

Laura Nial reported that the Friends' Book Sale is scheduled for November 20 and 21. With the ongoing construction, she asked permission to place a rented storage pod in one of the library's parking spaces to hold book donations. They will have a schedule as to when patrons can bring their donations and will make sure someone is there every day for unscheduled donations. The pod would be there for approximately two months. Mr. Duncan agreed to pay for a Mr. Squirrel storage pod for two months. Ms. Hilaire moved to approve the Friends placing a storage pod in one library parking space for two months. Mr. Duncan seconded and the motion carried.

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

Nays: None

10. New Business

Ms. Hilaire announced Barbara Velazquez, Ph.D., Director and Founder of the Taskforce for Humanity Coalition, will be promoting the Hilton Branch at the *New Jersey Serves* kick-off on September 25 at Maplecrest Park from 11 a.m. – 3 p.m. The goal of this kick-off is to inspire all Americans to make random acts of kindness a way of life and to help create a humanitarian conscientiousness.

Mr. Markel commented on the sign on the outside door that reads, “No book donations” is aggressive and off-putting. He would like to see less aggressive wording such as, “We’re not accepting book donations at this time” stating when donations will be accepted. A less aggressive sign will be posted.

Ms. Buchanan asked if the VFW might be solicited for a donation since they sold a building. Mayor DeLuca stated the VFW is using the money to buy another building, not to make contributions. Mrs. Kennedy did send them a letter, but has not heard back from them.

Ms. Hilaire asked Mayor DeLuca to clarify what needs to be done to develop a distinct identify for the Hilton Branch. Mayor DeLuca said there has to be a value proposition for Hilton that it’s different than being a general library. The Township Committee has asked why there are two general libraries. Ms. Hilaire asked if the usage statistics would prove the necessity for two. Mayor DeLuca said the argument is that patrons would just go to the one library. The branch could be used for special events, things that would make having a separate building critical. One of the things talked about was technology or business center but not necessarily self sustaining. The SCORE seminars at Hilton have been well attended. Seminars deliberately programmed at Hilton are the kind of thing that is above and beyond the very important usage statistics. Mrs. Kennedy stated that there is a Strategic Plan and there was a community meeting. Surveys were conducted, there was community input and no one said we needed a business center. There was interest in academic and homework help. Ms. Buchanan said Betsy Wald feels there are grants available so Hilton could get a formalized after school center. There was discussion to designate Hilton as a Children’s or Youth Library and share those services with South Orange Public Library to provide homework help, computer training, young adult job counseling, things that focus on young people. Ms. Hilaire asked the Trustees if there was a feeling to pursue this. Mrs. Kennedy stated she, Ms. Hilaire, and Betsy Wald would like to sit down with the Mayor to discuss the plans for the Branch, but the Mayor will not be available.

The Mayor mentioned a patron’s concern of the paintings in the Durand Room during construction. Mrs. Kennedy said the Durand Room is not involved in the constructions and the paintings are safe.

In regards to establishing a café in the library, Mayor DeLuca has been unable to locate plans for a similar project to use as guidance. Ms. Buchanan stated Westfield Library just installed a coffee vending machine and the library will receive a percentage of sales.

The Mayor has asked Kathy Leventhal to look into at what point the middle school responsibility stops at dismissal and the library responsibility begins, and raise issues of the students hanging out, leaving trash, etc., and not using the library’s services. At this time, Mayor DeLuca left.

11. Public Comment

Susan Joseph thanked Ms. Hilaire for her kind words when she was co-chair of the Foundation Committee and thanked Dr. McCaffrey for taking her place. She suggested canvassing the merchants in pairs to reduce the intimidation factor, posting the upcoming *Show Your Card* event on MaplewoodOnline, placing a Keurig machine in the lobby for coffee, and asking the Department of Public Works to step in when there is an emergency biohazard clean up. Ms. Joseph asked to have the September 1 Foundation Committee minutes e-mailed to her. She stated that the by-law working group need only consist of a minimum of three people. There was further discussion about keeping the Library Board of Trustees and the Library Foundation separate and possible candidates for the Foundation Committee and the Foundation Board.

There being no further business, Mr. Duncan moved to adjourn the meeting at 9:18 p.m. Mr. Markel seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Jeffrey Markel
Secretary