

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
January 18, 2012**

The December meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire at 7:33 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*."

Ms. Hilaire welcomed the new Director, Sarah Lester.

1. Roll Call

Present were: Ms. Bostic, Ms. Buchanan, Mayor DeLuca (arrived during meeting), Ms. Hilaire, Mr. Huemer, and Dr. McCaffrey. Mr. Duncan and Mr. Woolard were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Jane Folger of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the December 21, 2011 meeting, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Hilaire, Huemer, and McCaffrey.

Nays: None

3. Public Comment

Oh behalf of the Friends of the Library, Laura Nial welcomed Sarah Lester and stated the Friends look forward to working with her. She also announced the Friends would be collecting books starting March 1 for the April book sale.

4. Election of Officers – Resolution to Accept

Ms. Hilaire presented the slate for 2012 officers as follows:

President	Katherine Hilaire
Vice President	Carol Buchanan
Secretary	Katherine McCaffrey
Treasurer	David Huemer

BE IT RESOLVED by the Board of Trustees of the Maplewood Memorial Library assembled in open public meeting on January 18, 2012, that said Board accepts the slate of officers as presented.

Mr. Huemer moved the resolution to accept the slate of officers. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Hilaire, Huemer, and McCaffrey.

Nays: None

5. Report of the Library Director

Ms. Lester thanked the Board and said it is good to be back. She also thanked the staff and stated they have been incredibly welcoming and patient as she gets up to speed. When she reviewed what was accomplished last year, she noted that the staff and Jane Kennedy had great accomplishments in one

year's time. She added that everyone deserves a lot of credit for that. With that momentum and those building blocks she will move forward. She has been working on the budget and looking for ways to maximize what we have, especially for the materials budget. It is low compared to other libraries our size. Her focus right now is to get a handle on the budget and listen and learn from the staff. Mr. Huemer suggested Ms. Lester attend PTA meetings. As a courtesy, Ms. Lester felt she should meet with the superintendent first and has scheduled a meeting with him for January 25. Subsequently, she would like to meet with the principals followed by attending PTA meetings. Our librarians already have strong ties with the school librarians. Ms. Lester would look at the relationship differently, from a grant perspective. The middle school is across the street. Perhaps we can get a technology grant because we are so close.

Ms. Lester stated that BCCLS is not taking any new libraries in 2012 because they are moving to a new integrated library system. The earliest they would take a new library would probably be mid 2013. They are talking to other libraries as well. With that in mind, she has asked Robert White, the Executive Director of BCCLS, to come to the February 15 Board meeting to explain who they are, what they are, why it would benefit us, and what the fees are. This would be good to know now because even a year and a half away, there are upfront costs to plan for.

#### 6. Treasurer's Report

The December Treasurer's report was placed on file subject to audit. Mr. Huemer noted we are 3% under spent which will be carried over to 2012 to help close the \$30,000 gap in library raised income. Mr. Huemer moved to accept the December Treasurer's Report, subject to audit, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Hilaire, Huemer, and McCaffrey.

Nays: None

#### 7. Claims

Mr. Huemer presented the Claims to January 18, 2012. They totaled \$28,845.53. Ms. Hilaire asked Ms. Lester if she thought any expense stood out that could be changed or improved. Ms. Lester stated that the claims look normal. Mr. Huemer moved the claims be paid, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Hilaire, Huemer, and, McCaffrey.

Nays: None

#### 8. For Information

##### A. Bathroom Renovation

Ms. Lester met with Tom Malavasi, Township Engineer, and Marcus Rosenau, architect from SSP, along with the contractors who will bid on the renovation. Phase 1 is planned for March 1 through April 31 for the restroom renovation in Memorial Hall. Phase 2 is planned to start the end of April or early May for the renovation of the upstairs bathrooms. It will be necessary to close the library for one Saturday for asbestos abatement in March, probably March 10, 17 or 24. Saturdays are very busy so none of those dates are ideal. Ms. Lester suggested that on the Saturday the Main Library is closed, the Hilton Branch stay open until 5 p.m. for the public. Asbestos abatement for the upstairs renovation would require the library to be closed on a second Saturday in the spring.

The plans for the upstairs bathroom renovation show the men's room door moved to the corridor outside of the Administrative office. We asked if the electric panel just to the right of the current men's room door could be moved into the corridor to the Administrative office so the men's restroom door could remain in eyesight where it is now. At night during closing, the restrooms are checked; and if

you have to go around a corner out of eyesight, this is a safety concern. The cost to move the electric panel is not within the parameters of the grant. Mr. Huemer asked if diaper changing stations are in the plans. Ms. Lester will check.

9. For Discussion

A. Board Vacancy – Treasurer

Ms. Hilaire thanked Mr. Huemer for filling this vacancy.

B. Gazebo at Hilton

This item will follow item 9.C.

C. 2012 Proposed Budget

Ms. Lester stated that the 2012 Proposed Budget was revised to reflect the contract raise and the decrease in state aid. She added that the 2011 Health and Dental was budgeted at \$270,000 but was actually \$239,000. The proposed 2012 Health and Dental is \$254,000 which should be adequate considering the staff's contributions will be approximately \$20,000 in 2012. Ms. Lester has been meeting with the Library's Department Heads and has discussed increasing the materials (books, periodicals, videos, music, and audio books) budget. An \$11,000 carry forward brings the needed donation/fundraising to \$21,000 as opposed to \$30,000. The remaining proposed budget is basically the same as what Mrs. Kennedy presented in September. There was a brief discussion about fundraising. \$14,599 was raised in 2011 which is \$6,000 less than needed in 2012. (Mayor DeLuca arrived.) The Mayor suggested the actual 2011 expense for the security guard be shown on the proposed budget. The total 2012 budget request is \$1,776,758 and is under the 2% cap. Ms. Bostic, Mr. Huemer, and Dr. McCaffrey will attend the January 28 budget hearings with Ms. Lester. Mr. Huemer agreed to meet with Ms. Lester before then to discuss strategy in presenting the budget to the Township Committee emphasizing the need for funds to implement the Strategic Plan. Ms. Lester stated 5% of the Township's budget goes to the library whereas the 75 libraries in BCCLS receive an average of 6.5% of the municipal budget. Ten of those libraries are in Essex County. She asked if the Township Committee should be invited to a library event so they can see firsthand how busy the Children's Room is. An average of 800 people walk through the library's doors every day. No other Township building has that volume. There was further discussion about providing visuals of the library's programs to the Township Committee and the impact that would have. Mr. Huemer suggested forming a relationship with Columbia High School's SOMA TV to get the library's programs broadcast.

Mr. Huemer moved that the revised budget including the cost of the security guard be presented to the Township Committee, Ms. Buchanan seconded and the motion carried by a majority vote.

Ayes: Bostic, Buchanan, Hilaire, Huemer, and McCaffrey.

Nays: None

Abstain: DeLuca

B. Gazebo at Hilton

The Township wants to install a gazebo on the triangle to the right of the Hilton Branch. It will be funded with \$25,000 from the Open Space Fund. Mayor DeLuca passed around brochures depicting various styles for the gazebo. Its installation will help bring pedestrian activity to that area and make it a livelier lit area. The gazebo would be used by the Recreation Department for cultural events, music performances, or movies. The electric cost, maintenance and upkeep would come out of either the Open Space Fund or the Recreation budget. It would not come out of the Library's budget. The design and whether or not it will be ground level or raised will have to be worked out. It has to be handicapped

accessible. Raising it allows for greater visibility if you're in a lawn chair listening to a concert. The Township is focusing on the area from Walgreen's west. The gazebo would be a good anchor. Ms. Hilaire asked if the Library would have priority for programs in the gazebo.

10. For Action

A. November Board Meeting Date Change to November 14

The third Wednesday in November is the day before Thanksgiving. Mr. Huemer moved the November Board meeting date be changed from November 21 to November 14, 2012. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, and McCaffrey

Nays: None

B. Proposed Portfolio for Stokes Fund

This item was tabled for the February 15, 2012 meeting.

C. Removal of Dumbwaiter from Service

The Library's dumbwaiter was taken out of service six months ago for a frayed cable. It will be expensive to put back in service. To repair, it will cost \$1,760. The annual service contract is \$515, and the annual inspection fee is \$108 for a total of \$2,389. We now have the elevator and chairlift. The staff would like to put the dumbwaiter back in service if it wasn't so costly. The cost of the service contracts for the elevator and chairlift are unknown. The dumbwaiter was used to move books to be shelved on the upper and lower stacks and to bring books up from the book drop. The elevator can be used to bring the books up from the book drop. The chairlift goes to the upper and lower stacks, but it is not as easy to use and is more fragile. Mayor DeLuca suggested that Ms. Lester make a capital request to repair the dumbwaiter. If there is potential damage to the chairlift, that may end up costing more. The fee to put the dumbwaiter permanently out of service is \$1,200. Mr. Huemer moved to seek capital funds to repair the dumbwaiter. Ms. Buchanan seconded and the motion carried.

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

Nays: None

11. New Business

Mr. Huemer pointed out that there is a vacancy on the Board. Mayor DeLuca said the Township Committee has a responsibility to make sure that the Town's Boards and committees are reflective of the town's demographics. The people that are considered are people who are interested and can represent Maplewood geographically, by race, by ethnicity, and by gender. The Mayor has a list of a few people who have submitted volunteer forms specifying library or have some experience sitting on Boards that might be suitable. Mr. Huemer stated that the Board of Trustees has an evolving mission and we want the Board to be fully functional. Ms. Hilaire asked if the Mayor had a target date. Mayor DeLuca said it takes time.

Ms. Hilaire would like the Trustees to think about what their strengths are and what they can contribute to the Board. Mayor DeLuca said it would be good to try and identify what we bring to the Board but to also have a conversation with Ms. Lester about what she wants to do and how she needs the Board to help her. Ms. Lester talked about how the Nutley Library Board has a committee structure. There are personnel, finance, building and grounds, automation, planning and policy, and negotiating committees. The Board met every month but different tasks were broken up into committees so if there was a question about making a policy change, she would e-mail the members of that committee. By doing so, she wasn't breaking any open public meeting laws. The chair of that committee would then

present it to the Board. It moved things quickly and was very efficient to work in that manner. The committees were made up of a chair and two other people depending on their strengths. Mayor DeLuca stated it gets Board members to get ownership of some issues as opposed to the Director bringing it all to a Board meeting. It allows you to have a smaller group and to be freer in the conversation before it is brought to the Board. The Mayor would also like to discuss what we think is good about the library and what we think is missing. There's always that possibility that we're not doing something that we could be doing better or we could start doing. We're coming to the end of the strategic plan so it's the right time to do that.

Ms. Lester suggested each Trustee be given a binder to keep at the library to hold reports and materials distributed at the Board Meetings.

12. Public Comment/Open Discussion

Laura Nial announced that the Friends' one day book sale will be held on January 28. Book collection will start on March 1 for the next book sale.

12. Adjournment

There being no further business, Ms. Hilaire moved to adjourn the meeting at 8:48 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Katherine McCaffrey  
Secretary