

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
October 19, 2011**

The September 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*."

1. Roll Call

Present were: Ms. Bostic, Ms. Buchanan, Mayor DeLuca, Ms. Hilaire, Mr. Huemer, Mr. Markel, and Mr. Woolard. Mr. Duncan and Dr. McCaffrey were absent. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, Margo Brown, Jane Folger, and Barbara Laub of the Library staff, and Sarah Lester.

2. Minutes

Mayor DeLuca moved the minutes of the September 21, 2011 minutes, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, Markel, and Woolard.

Nays: None

3. Public Comment

Laura Nial thanked the Trustees for the opportunity to participate in the Library Director search and announced that the Friends are now collecting books for their November 19 and 20 Book Sale.

4. Report of the Library Director

Mrs. Kennedy's September Director's Report was placed on file. She added that the coffee machine is now in place in the café area. There was an incident at Hilton on October 18th involving a woman that uses the internet there regularly. She started shouting expletives at another patron she accused of bumping into her chair. It was very frightening to the staff and other patrons. When the police arrived, the woman was already gone. The police told the staff to call them the next time she came in. The woman did return today at 4 p.m. The police were called, and they told the woman she could not come back into the building. The police spoke to her for about 30 minutes in the foyer. The police told the staff that if she returns, they will come and arrest her. She does not have a library card, and it is believed she is not a Maplewood resident. The panic button did not work during this ordeal. The security company tested it today and could not find any malfunction.

5. Treasurer's Report

The September Treasurer's report was placed on file subject to audit. Mr. Huemer reported that he has contacted Mr. John Mousseau, a Maplewood resident and the municipal bond person at Cumberland Advisors. He has put together a portfolio that the Stokes fund could be invested in. As of the end of September 2011, the Cumberland portfolio earned about 2.7% opposed to the .04% the New Jersey Cash Management Fund is currently earning. Mr. Huemer will invite Mr. Mousseau to the November 16 Board meeting and will request a written description of the portfolio to share with the Trustees before the next meeting. Mr. Huemer moved to accept the September Treasurer's Report, subject to audit, Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, Markel, and Woolard.

Nays: None

6. Claims

Mr. Markel presented the Claims to October 19, 2011. They totaled \$27,964.83. Mr. Huemer moved the claims be paid, Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, Markel, and Woolard.

Nays: None

7. For Information

A. Director and Branch Manager Search Update

Mrs. Kennedy reported two second interviews have taken place and three additional second interviews will be held on October 20. A decision could be reached by Friday, October 28. The second round of interviews is being conducted by Carol Buchanan, Jennifer Burkholder, and Jane Kennedy. Three members of the Hilton staff are also present.

Ms. Hilaire stated the Director search update was forwarded in an e-mail to the Trustees.

B. Bathroom Renovations

Mrs. Kennedy and Kathy Goldfine attended an October 6 meeting on the bathroom renovations. The bathrooms in Memorial Hall will be renovated starting possibly November or December, 2011. Memorial Hall will still be usable, but the bathrooms will be blocked off. The main floor bathroom renovation will follow in the spring 2012. This is being funded by the Community Development Block Grant.

C. Foundation Update

Ms. Hilaire and Laura Nial attended the October 18 Foundation meeting. Ms. Hilaire reported that they are revising their by-laws. They have opened a bank account, obtained their EIN, and are incorporated. It is a nine member Board. There are currently five active members: Rowland Bennett, Ellen Davenport, Kevin Sheridan, Ian Grodman, and Ben Cohen. They are planning to have an invitation only meeting as their entry into the community possibly with a celebrity to attract people. They are going to actively solicit bequests. Endowments have not yet been discussed. They plan to give money to support library services and equipment, not operations. One example they offered was sponsoring Sunday services. They are planning to have a February 2012 unveiling and will utilize social media to advertise the event. Ian Grodman suggested an idea for the Library Board which is to have a column called *The Day in the Life of the Library*. They also recommended we advertise the services of the notary. A link to the Foundation will be included on the Library's new website. Ms. Hilaire then asked what amount the Township funds the library over the 1/3 mil. Mrs. Kennedy stated it is approximately \$500,000. She added that the 1/3 mil figures just came out and they are lower than last year (-\$23,609).

D. Fundraising

There was a discussion about coordinating fundraising with the Foundation so there wouldn't be competition. Various fundraising ideas were discussed including the \$73 campaign, tapping into the library champions, endowments, Occupy Baker Street, and bringing John Pierson in to help. Mayor DeLuca stated the initial intent was that the Foundation would work with some instruction from the Library Board. The Board runs the Library and the Foundation is supposed to get some direction from the Board. The Mayor added that there has to be a clear line on what the Board's role and the Foundation's role is on fundraising and what the goal is. There is a \$30,000 hole in the budget. Are we going to try to raise it or ask the Town to put in half? What is the strategy? What are the activities we are going to take to reach that goal? We have to coordinate that with the Foundation so they are not

competing with us. Clearly we have a mandate to keep the library open. We need money and the only way to do that is to go out and raise money. Mr. Woolard added that when the idea of the Foundation started, it was to raise money to plug the hole. If they want to sponsor Sunday services, how about sponsoring a day that we are already open? Per Laura Nial, the Foundation did mention they wanted to fulfill a wish list. The Sunday hours are missed in the community. The Foundation is also concerned about the legalities. It has to be separate from the Trustees. The Trustees cannot control the Foundation under law. Judge Cohen's law firm was reviewing the by-laws so they get off on the right foot. They were concerned about the new law (NJSA 40:54-15) that says excess funds must be returned to the municipality. They are still exploring and looking at other Foundations to sort out what their role should be. Mayor DeLuca would like to sit down with them and make clear what the Trustees think is important. One of the ideas was that the Foundation was going to create an endowment so that there would be a source of revenue from those investments that would go into the operation of the library and/or for special needs. Ms. Hilaire will invite the Foundation to the November 16 Board meeting.

E. Teen Room-Space Rearrangement

Ms. Hilaire asked if there is a certain look the Teen area is heading towards.

Mrs. Kennedy stated that the area is not complete, but teens have gravitated towards it. They're on the computers and playing board games. It's working. As the money comes in, the area can be added to.

8. For Discussion

A. Library Use of Space

Mayor DeLuca spoke to the Township attorney, Roger Desiderio, and Mr. Desiderio thought there would be no prohibition of entering into a rental or use agreement with a for-profit. It is done in other public buildings such as the Burgdorff Center and DeHart Center. The difference is that the library has a policy of not charging for programs; all programs are free and public. Mr. Desiderio said there would be no prohibition on the municipal or legal side, but whether or not it is in harmony with the library's mission is another question. It is possible to go back and look at the mission statement and change it to allow a percentage of time that for-profits could rent space. It would be entirely up to this Board to decide on that policy.

9. For Action

A. Cancel Renovation Fund

The Board voted a while ago that proceeds from the rental of the computer lab at Hilton would go into the Renovation Fund for the space renovation. The space renovation is done and all but \$4.22 remains in the Renovation Fund, but we have to have a resolution to close it out. Mayor DeLuca moved to cancel the Renovation Fund, Mr. Huemer seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, Markel, and Woolard.

Nays: None

10. New Business

Mr. Huemer stated he prepared a rough draft, *Welcome to the Maplewood Library Board*, to present to new Board members. He e-mailed it to the Trustees for their comments.

11. Public Comment/Open Discussion

There was none.

12. Adjournment

At 8:33 p.m., Mr. Huemer moved to go from open session into closed executive session to discuss a personnel matter, Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Hilaire, Huemer, Markel, and Woolard.

Nays: None

Respectfully submitted,

Katherine McCaffrey
Secretary