

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 21, 2011**

The December meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Buchanan at 7:34 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, Mr. Duncan, Mayor DeLuca (arrived during meeting), Ms. Hilaire (via Skype), Mr. Huemer (arrived during meeting), Mr. Markel, Dr. McCaffrey, and Mr. Woolard. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, and Jane Folger of the Library staff.

2. Minutes

Mr. Duncan moved the minutes of the November 16, 2011 meeting, Mr. Woolard seconded and the motion carried.

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

Nays: None

3. Public Comment

Oh behalf of the Friends of the Library, Laura Nial thanked Mrs. Kennedy for all her help and for being such a good friend. They wish her enjoyment, happiness, health and good times in her retirement.

Ms. Buchanan spoke on behalf of the Board of Trustees and said Mrs. Kennedy should feel good about her eight years as Director. Mrs. Kennedy has never missed a Board meeting and she can feel proud of her accomplishments. There have been some very difficult publicity affairs and she has always handled them with discretion. The Teen Zone and café area are up and running. Mrs. Kennedy was part of the hiring team for the Hilton Branch Manager and was very concerned about hiring the right person for the position. Mrs. Kennedy was always concerned about the staff. The fact that the staff is pretty stable is an indication of that. At this time, Ms. Buchanan presented Mrs. Kennedy with a retirement gift from all the Trustees. Ms. Hilaire added that it has not been easy but perseverance resulted in great strides being made in the library. Ms. Hilaire recalled that during Mrs. Kennedy's interview, she said that increasing the diversity of the library's programming was important to her. Ms. Hilaire recalled coming to Mrs. Kennedy in February 2004 to offer to organize the Black History Month programs and Mrs. Kennedy said, "Go for it." Mrs. Kennedy gave her the green light, total support, and a budget. A great program resulted which continued for 5 or 6 years. She appreciated how Mrs. Kennedy supported the Board, the staff, and the community and wished her a lot of happiness with her grandchildren and traveling. Ms. Hilaire also thanked Jeff Markel for his years of service as he leaves the Board. He always helped with Staff Appreciation days and lent the Board his calm thoughtful presence. He will be missed.

Jane Folger presented the library gift cards that are available in the Children's Room for a donation of \$15 or more. The donations will go through the Friends of the Library.

4. Report of the Library Director

Mrs. Kennedy's November/December Director's Report was placed on file. She thanked Ms. Buchanan, Ms. Hilaire and Laura Nial for their good wishes. She stated that it has been an honor to be the Director for the past eight years and she thanked the Board for allowing her to do that. She wishes the library a lot of good things.

5. Treasurer's Report

The November Treasurer's report was placed on file subject to audit. Mr. Markel stated that the library is right where it should be at this time of year. Transfers between budget lines can take place from November 1 to March 31 per Peter Fresulone, CFO of Maplewood Township. Mr. Duncan moved to accept the November Treasurer's Report, subject to audit, Mr. Markel seconded and the motion carried.

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

Nays: None

6. Claims

Mr. Markel presented the Claims to December 21, 2011. (Mayor DeLuca and Mr. Huemer arrived.) They totaled \$19,389.57. Ms. Hilaire asked for a clarification of the expense payable to the NJ Department of Community Affairs. Kathy Goldfine stated that it is dumbwaiter inspection fee. Ms. Hilaire then asked for a clarification for the \$196.23 expense payable to Key Equipment. Mrs. Kennedy stated that is for a copier. Mr. Huemer moved the claims be paid, Mr. Duncan seconded and the motion carried.

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

Nays: None

7. For Information

A. Saturday Closing for Asbestos Abatement

Mrs. Kennedy advised the Trustees that prior to the bathroom renovations, the Main Library will have to be closed for two consecutive days for asbestos abatement in February 2012 and again in the spring. The exact dates are currently unknown.

8. For Discussion

Mayor DeLuca read a letter he received from Mr. Anthony J. Iannarone, President of the Nutley Public Library, congratulating the Maplewood Board of Trustees on hiring Sarah Lester as the new Director and recommended looking into the many advantages of joining the Bergen County Cooperative Library System.

9. For Action

A. CWA Update

The Library employees passed the Memorandum of Agreement this afternoon for a five year contract with the following salary increases:

Retroactive to 1/1/2011 - 3.5%

Effective 1/1/2012 - 1.95%

Effective 1/1/2013 - 1.75%

Effective 1/1/2014 - 1.5%

Effective 1/1/2015 - 2.0%

There were corresponding hourly employee increases. Lincoln's Birthday will become a floating holiday. The other changes deal with language for clarity. Mayor DeLuca stated that these raises are what have been settled with the DPW workers and the other CWA unions. Mayor DeLuca moved to approve the Memorandum of Agreement, Mr. Woolard seconded and the motion carried.

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

Nays: None

B. Salary Adjustment for Director and Administrative Assistant

Mrs. Kennedy and Mrs. Goldfine were granted a 2.5% salary increase at the July 20, 2011 Board Meeting. With the CWA Memorandum of Agreement passing, an additional 1% salary increase retroactive to January 1, 2011 will bring the Director and Administrative Assistant up to par with the rest of the Township. Mr. Huemer moved to adjust Mrs. Kennedy's and Mrs. Goldfine's salaries to 3.5% to match the other employees, Mayor DeLuca seconded and the motion carried.

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

Nays: None

C. 2012 Holidays

Mr. Duncan moved to approve the 2012 Holiday schedule as presented, Mr. Huemer seconded and the motion carried.

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

Nays: None

D. Proposed Portfolio for Stokes Account

Mr. Huemer recapped that Mr. John Mousseau from Cumberland Advisors and a long time resident of Maplewood has prepared a sample portfolio for the Trustees consideration as an investment alternative from the Stokes Fund. It is currently invested in a NJ Cash Management account earning .04%. Mr. Mousseau agreed to work for a fifth of a basis point or approximately \$1,000. We need a resolution saying we are going to move the money. Cumberland is not a custodian. There is a logistical title issue. Maplewood Library is going to be the custodian for the fund. There are questions we need answered by Mr. Mousseau and whether just the principal of the Stokes Fund be invested or the interest as well. This matter will be discussed further at the January 18, 2012 Board Meeting. The question is how liquid is the fund? How quickly can we redeem if we need to?

10. New Business

The Springfield Avenue Partnership put in a request to put in a gazebo on the grassy area to the right of the Hilton Branch. It was not included in what was proposed to the Township Committee last night for a couple of reasons. They were not sure about what the use would be. The Partnership has an interest in using it for concerts and activities to bring people to Springfield Avenue. Possibly the Recreation Department would have some interest in there. It would also be an opportune place for the library to have readings or summer activities. The Mayor will have the Partnership speak to the staff at Hilton to discuss the possibilities. It would cost \$25,000, and the money will come from the Open Space Trust Fund. Dr. McCaffrey asked why opt for a gazebo instead of a patio area with little tables. Mayor DeLuca pointed out the advantage of a gazebo is there could be lights, a sound system, and protection from some of the elements. It would be raised so you could have performances or puppet shows there. Ms. Hilaire requested seeing the plans to get a sense of the size and location. On the left side of the Hilton Branch, the rain garden is complete. Laura Nial stated there is a sign explaining what a rain garden is, what its purpose is, and what is planted there.

11. Public Comment/Open Discussion

Laura Nial reported that the Book Sale was a success and approximately \$4,000 was raised. The Friends will begin collecting books again on March 1 for the April 14 and 15 book sale. There will also be a one day Bag of Books sale on January 28, 2012.

Mrs. Kennedy suggested Sarah Lester and Ina Rimpau go to the Reorganization Meeting on January 1 to be introduced to the township committee and community.

Ms. Hilaire asked Mayor DeLuca if he has any appointees in mind to replace the vacancy left by Jeff Markel. The Mayor replied that he has a few, but he is still working on it.

Mrs. Kennedy reminded the Trustees that a new Treasurer will have to be nominated.

12. Adjournment

There being no further business, Ms. Buchanan moved to adjourn the meeting at 8:22 p.m., Mr. Duncan seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Katherine McCaffrey
Secretary