

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

The September meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President Hilaire at 7:35 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 [arrived during meeting], Ms. Hilaire, Mr. Huemer, and Mr. Woolard. Mr. Markel and Dr. McCaffrey were absent. Also present: Mrs. Kennedy, Director, Laura Nial of the Friends of the Library, and Jane Folger of the Library staff.

2. Minutes

The July 20, 2011 minutes were tabled as a quorum was not present.

3. Public Comment

There was none.

4. Report of the Library Director

Mrs. Kennedy's July and August Director's Reports were placed on file. She added that the Library weathered Hurricane Irene fairly well. There was surface water in Memorial Hall which DPW cleaned up on Sunday afternoon so the Library opened as usual on Monday morning. The door count for Monday was 1,008. People used the Library's power, Wi-Fi, air conditioning and running water in addition to all our other resources. The Adult Reference area is in the process of being transformed into Teen Zone. The Adult Department starting circulating Nooks today. They go out for two weeks. In about one month, the website should be ready, and hopefully we will have a CWA contract. One big issue is the Township wants a five year contract, and the Union wants a two year contract. The contract expired December 2010. [Mayor DeLuca arrived.]

2. Minutes

Mr. Huemer moved the minutes of the July 20, 2011 meeting, Ms. Buchanan seconded and the motion carried.

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

Nays: None

5. Treasurer's Report

The July Treasurer's report was placed on file subject to audit. Mr. Huemer moved to accept the July Treasurer's Report, subject to audit, Mr. Woolard seconded and the motion carried.

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

Nays: None

The August Treasurer's report was placed on file subject to audit. Mr. Huemer moved to accept the August Treasurer's Report, subject to audit, Mr. Woolard seconded and the motion carried.

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

Nays: None

Mr. Huemer added that he spoke to Jeff Markel and John Mousseau of Cumberland Advisors has been contacted to look into alternative investments to the NJ Cash Management Fund which essentially is

paying no interest. The investment has to be an instrument of the state or federal government. He will update the Board in October.

6. Claims

Mrs. Kennedy presented the Claims to August 17, 2011. They totaled \$28,991.67. Mr. Huemer moved the claims be paid retroactively, Ms. Buchanan seconded and the motion carried.

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

Nays: None

Mrs. Kennedy presented the Claims to September 21, 2011. They totaled \$39,825.90. Mr. Huemer moved the claims be paid, Ms. Buchanan seconded and the motion carried.

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

Nays: None

7. For Information

A. Milena Pribramska's Will

Milena Pribramska, a retired reference librarian here, died on January 11, 2011 and named the Library in her will. At this time, the amount is unknown but it is to be used solely for the purchase of reference books.

B. District Library Information

Mrs. Kennedy distributed information from the State about district libraries. The State is trying to be proactive about funding for libraries because they understand funding is a big issue. They are offering another alternative in the State law in addition to municipal, county, joint or association libraries. Basically, district libraries are stand alone libraries. They could be just one library or a group of libraries and are independent of the town but still a government agency. You take your millage request directly to the people and the Board of Trustees has the power to bond. It still has to go through the State Library and you cannot reduce services that you have now. They studied other states to come up with this plan. Currently, district libraries are a proposal which has not been approved by the legislature.

C. Museum Pass Program

Mrs. Kennedy reported that the Friends of the Library have funded the museum pass program. The Library will start circulating museum passes to the Guggenheim, Morristown, and Montclair Art Museums. Patrons may borrow a pass for seven days which will grant a family free admission to the museum. Per Laura Nial, the idea was to have a pass to one major New York museum and some local museums. Joanne Beckerich, Adult Programming Coordinator, was responsible for researching and obtaining the memberships.

D. Director and Branch Manager Update

Ms. Hilaire reported that Margaret Bennett of PRO LiBRA[®] said they now have six people to be interviewed by the subcommittee. The subcommittee will determine the top three candidates to come before the Board at a noticed executive meeting and then meet with the staff. The tentative dates for the subcommittee to interview the candidates are October 5, 6, 12 and 13.

Ms. Buchanan stated that ten candidates were interviewed for the Hilton Branch Manager position. Mrs. Kennedy added that a lot of good, qualified people applied and it was difficult to narrow it down to ten. The last candidate will be interviewed tomorrow. There is one full-time internal candidate, one part-time internal candidate, and eight from outside. The committee will narrow it down to four or five for a second interview. The Hilton staff will be brought in to meet the top candidates. The second

interviews will be conducted after Jenny Burkholder returns from vacation. The position probably won't be filled until the first week of November.

8. 2012 Proposed Budget

Mrs. Kennedy presented the proposed budget which is due to the Township Administrator on Friday, September 30. The Township told all departments to present a flat budget. Some of the budget line amounts were increased to better reflect actual expenses. As a result, some of the budget lines had to be decreased. More was put into utilities and less into books. In the library raised income column, donations/fundraising was increased to \$27,874 to balance the budget due to the decrease in State aid. Mrs. Kennedy stated she didn't know how much to put in salaries and wages for the new director or the staff because there is no contract. The salary and wages for the proposed 2012 budget is about 2.5% over 2011. The 2012 health premiums are unknown and employees will be contributing a higher percentage, but the health and dental line being submitted is flat. Mrs. Kennedy pointed out that the operating budget is less than it was in 2003. Mr. Huemer suggested that background information be submitted along with the budget. The Township is asking for a flat budget when there is almost certainly going to be a contractual increase and expenses like electricity will be higher. A flat budget means cuts in some areas. The governing body should know that the budget is being balanced by fundraising. Mr. Huemer moved to approve the proposed budget to be submitted to the Township Administrator, Mr. Woolard seconded and a discussion followed.

Ms. Hilaire would like to have a joint meeting with the Library Foundation. In addition, we should consider doing our own major fundraiser. When the Library's total budget is divided per capita, the result is \$73. A campaign needs to be designed around this idea. Ms. Hilaire asked the Board members to e-mail suggestions to her. Mr. Huemer is concerned that someone is going to get an appeal from us and an appeal from the Foundation at roughly the same time. If you ask for \$73, and someone is in the position to give \$7,300, you may only get \$73. Mayor DeLuca stated that the Foundation should be asking for corporate dollars or for people to remember the library in their will. There was further discussion about timing the appeal, buying lawn signs, using the Township's bulk mail permit, and tapping into local people to help. Mr. Huemer agreed to contact John Pierson of Rutgers Development for guidance. Ms. Hilaire will invite the Foundation to come to the October meeting so they can update us and we can clarify our expectations. The motion to send the proposed 2012 budget to the Township Administrator carried.

Ayes: Buchanan, Hilaire, Huemer, and Woolard.

Nays: None

Abstained: DeLuca

B. Library Use of Space

Ms. Hilaire feels the Library needs to revisit and rethink the Library policy on use of space. There is a Yoga instructor and Zumba instructor that are looking for space. That got her thinking, what is the intent. We want the library to feel more like a community center. We want the community to feel invested in the library. We need to examine the use of space and have businesses come in to rent a room, but they charge their students which is against our policy. We would not be setting a precedent because this is already going on in other libraries. In Mendham, the library hires the person that gives the classes. This was discussed in October 2010. A group wanted to offer a yoga class for seniors and donate a certain amount to the library. They were told we would have to rewrite our meeting room policy. Mrs. Kennedy contacted NJLA who forwarded it to the Intellectual Freedom Committee. We got responses from Lynn Miller, a librarian and attorney, Grayson Barber, a first amendment attorney out of Princeton, and Victoria Rausch who works for the State Library. Based on their responses, it is within our purview to decide whether or not we want to revisit the meeting room policy. The policy must agree with the

Library's mission statement. Mrs. Kennedy stated that in Mendham, the library hires the person that gives the classes. We do that here when it is a library sponsored program. It is then free and open to the public. That is the mission statement of the library. People pay for the library in their taxes so it's their building, their collection and they can come at any time. If we wanted yoga classes, we would pay the teacher so people could come for free. If the goal is to have yoga classes, if the Library Board feels strongly about it, then we take our programming money and pay the instructor. Ms. Hilaire stated that it wouldn't benefit us that way. Then we are paying for something. Mrs. Kennedy stated it would allow a business to operate in the library which would be a complete change of philosophy and more than a rewriting of the policy. When the Women's Club starting holding Weight Watchers and people paid to go, they lost their tax free status. The Mayor said that wasn't why they lost their tax free status and added that there are paid for activities in the DeHart Center. There are participation fees, but the Town runs those activities. In a nonprofit building you can have for profit activities. Mr. Huemer stated that logistically since someone doing an activity for profit is usually in a position to pay more for the same space than someone doing either a free or nonprofit event, you have to stagger the fees or equitably assign room for the space. Mrs. Kennedy asked Mayor DeLuca if he previously stated you could not run a business on Township property. Mayor DeLuca affirmed that you can't. He agrees with Mrs. Kennedy that this does become a problem. How do you distinguish the businesses? How do you say yes or no to one or the other? Ms. Hilaire asked why you would have to; it would be open to everybody. The only problem would be the scheduling. The rooms are in high demand; and according to our policy, can be used only once a month per group. There are local nonprofit groups that have been meeting at the library once a month for many years. It would be difficult to schedule any group for weekly meetings without bumping one of these local nonprofits. Ms. Hilaire was thinking about blocks of time when the rooms were underutilized, in the morning when the library first opens, it could be a way of making some money as well as serving as a beacon to the community. They would have to provide their own insurance. At Mrs. Kennedy's suggestion, Mayor DeLuca will run this by Roger Desiderio, the Township Attorney. If this was a policy change, then for profit entities could rent space on some basis when it doesn't interfere with other programs, whether library run or other nonprofits. There would be a change in the policy that we were allocating so many hours a month to sell to for profit businesses. Ms. Folger stated that the scheduling part is difficult for the librarians. When she wants to do a program, the rooms are often booked so she can't. Also, without a custodian, the room set up is complicated so when somebody comes in to do their program, they don't reset up the room for our program. That's an extra cost that needs to be factored in. The Mayor stated that it could be such a cost; they won't want to rent the room. Mrs. Kennedy added that even if they pay the extra cost for room set up, who is going to do it? Mayor DeLuca stated that typically, we have never allowed businesses to run on municipal property. Ms. Hilaire feels Mrs. Kennedy is right in that this would change the philosophy that we've always had, but in her opinion it is something that is worth exploring. Getting some income and changing the role of the library. Mayor DeLuca said that if this passed legal review, you have to have a policy where we were open to everything, any business. You could probably limit it to businesses in town or businesses run by people in town because this is a public facility subsidized by people in town. Then you narrow the window when these rentals are available. If you allow for profit things to happen, you block out a timeframe that they can use so they are not interfering with nonprofits or library programs.

C. Trustee Training

Ms. Hilaire sent the Trustees a link to the Wyoming State Library website to view a series of ten videos titled, "Trustee Trouble." She would like to have a formal written Trustee orientation procedure. We have to do more than hand a new trustee a manual. Something that is structured and organized so they can hit the ground running. Mr. Huemer stated there are the general responsibilities of

a Library Trustee which they do on the State level and I don't think we should duplicate that. Ms. Hilaire pointed out that the Board has to complete seven hours of training to meet the state aid requirement.

There was further discussion about creating an orientation package which includes the NJ State Library Manual for Trustees, a copy of the Library's Strategic Plan and Mission Statement, meeting with the Director and Board President, touring the library to be brought up to date, meeting with the staff, and a document describing the role of a Trustee on the Maplewood Library Board. This document should include the fact that the Maplewood Library Board is not an advisory board, but it is a decision making board that has the authority to hire or fire an employee, decide salaries, and make financial decisions. Mr. Huemer agreed to prepare a rough draft of this document for the October 19 meeting.

9. For Action

There were no additional items for action.

10. New Business

Mayor DeLuca publicly announced that he appointed Monique Bostic to the Library Board. She will attend the October Board meeting. Ms. Hilaire and Mrs. Kennedy will reach out to her.

Ms. Buchanan attended the Seth Boyden PTO meeting recently. The principal lead a tour of the school and mentioned how well the Hilton Branch Library was in contact and communicates with the school.

Jane Folger gave a report of the Summer Reading Club. The statistics were very high. The Main Library does something different than Hilton. If Hilton duplicates what we do, it dilutes our audience. This way it has empowered people to use both libraries in a different way. The Kiwanis Club gave us \$1,500 to buy four color Nooks for kids; two for Main and two for Hilton. They will have story books loaded on them. They will not circulate and will be for use in the library only. The children's room will also start video book reviews with kids reviewing books for 30 seconds to one minute to post on our website. A lot of kids are interested in this. We will expand it to have kids interview authors and things like that. Ms. Folger is using her cell phone to record the videos but the sound quality isn't good. Equipment is definitely needed.

11. Public Comment/Open Discussion

Laura Nial announced the dates for the Friends Book Sale will be November 19th and 20th. They will start taking book donations on October 3rd. A drop off schedule will be posted.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn the meeting at 9:10 p.m., Ms. Hilaire seconded and the motion carried.

Ayes: Buchanan, DeLuca, Hilaire, Huemer, and Woolard

Nays: None

Respectfully submitted,

Katherine McCaffrey
Secretary