

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
January 19, 2022**

Via Zoom, the January 19, 2022 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:30 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: S. Cuttle, Mr. DeLuca, Ms. Ezell [arrived during meeting], Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, and Ms. Winston. Ms. Purdon was absent. Also present: Ms. Lester, Director; Laura Nial of the Friends; and Christine Dall of the Library Staff.

2. Minutes

Mr. Marchman moved the minutes of the December 15, 2021 meeting, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Marchman, McCaffrey, Latimer, Winston

Nays: None

3. Public Comment

Laura Nial wished everyone Happy New Year and she hopes 2022 is better than 2021.

4. Election of Officers – Resolution to Accept

Dr. McCaffrey presented the slate for 2022 officers:

President – Dr. Katherine McCaffrey
Vice President – Mr. Robert Marchman
Secretary – S. Cuttle
Treasurer – Mr. David Huemer

Mr. DeLuca moved the Slate of Officers as presented, Ms. Winston seconded and the motion carried.

Ayes: Cuttle, DeLuca, Latimer, Marchman, McCaffrey, Winston

Nays: None

5. Report of the Library Director

Ms. Lester’s December Report was placed on file. She corrected the number of items circulated in her report from 95,000 to 195,000 which is an increase from last year. Even though the door count was lower, circulation was up 20,000. EBook circulation was up, but the eBook percentage of total circulation was lower. The 2022 Ideas Festival is scheduled for the last two weeks of April. Six events are scheduled at The Woodland to hopefully have in-person events. If not, the events will be virtual. This line up so far is Emma Laperruque, a Food 52 writer that lives in Maplewood, in conversation with Hank Zona. Dr. Josh Sharfstein, Director of the Bloomberg American Health Initiative, in conversation with Emily Witkowski. Ibi Zobi will receive the 2022 Maplewood Literary Award on Friday, April 22. On Monday, April 25, Tim Wang, a technologist, will be here. On Tuesday, April 26, Christina Swarns, the Executive Director of the Innocence Project, will be here. On Wednesday, April 27, Nancy

Solomon will receive the Carol Buchanan Award and will be in conversation with Deborah Goldstein, Producer at WNYC. [Ms. Ezell arrived.] Ms. Lester thanked the team at the Library for putting this together. [Mr. Huemer arrived.]

6. Treasurer's Report

Mr. Huemer moved to adopt the December Treasurers Report, Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

7. Presentation of Claims

The claims to January 19, 2022 totaled \$33,539.31. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

The building project claims to January 19, 2022 totaled \$76,593.69. Mr. Huemer moved that the claims be paid. Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

8. For Information

A. Library Foundation Capital Campaign Update and Challenge Match

The Foundation put together an appeal letter that was mailed out on November 29 2021. Between December 1 and December 19, \$15,587 of donations came in. On December 20, the \$50,000 Challenge Match was announced. Between December 20 and January 16, \$59,651 of donations came in. With the Challenge Match on top of that, they have received \$125,238 so far – and the mail is still coming in. Ms. Lester mentioned she would like to see part of the interest of the Stokes Fund used as a challenge match and to use some of that money towards the sustainability of the new library. The photovoltaics add about \$500,000 to the budget. There was a discussion about funding a specific item for the challenge match. Vicki Bixel will be consulted for direction. Mr. Huemer moved that the Library Board agrees to make a donation from the Stokes Fund as a challenge to spur community fundraising for the library project. Ms. Winston seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

B. Building Program, Cost Estimate, and Construction Timeline

The asbestos abatement should be done around February 9. The new cost estimate was received with the 50% construction docs post Hurricane Ida design. The cost estimate is pretty close to what it had been before. We are on target for going out to bid this spring. A meeting for all the stakeholders is still in the works.

9. For Discussion

A. Friends Book Sale

The Friends would like to hold a book sale at the end of March or the beginning of April, in the bays at 129 Boyden Avenue. This is their biggest fundraiser. This would require the Fire Department to move their ambulances out for a week or two. The public would be given a few days to drop off books. Then the Friends have a few days to organize the books, and then the sale happens on a Friday, Saturday, and Sunday. The books that don't sell would have to be moved out. This would all happen within a ten day period.

10. For Action

A. BCCLS Certification of Agreement for 2022

Mayor DeLuca moved that the Trustees acknowledge that the Library is in compliance with the BCCLS bylaws and authorizes the President to certify that, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

B. In-house Posting for 20 Hour per Week Part-Time Tech Assistant Position

The Library needs a reliable part-time tech assistant to help Robert Nealon, the Head of Technology. Mr. Huemer moved to approve the in-house posting for a 20 hour per week part-time tech assistant, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

11. New Business

At this time, Mr. DeLuca administered an oath swearing in all of the Trustees according to N.J.S.A. 40A:5-33 - Oath taken before assuming office.

12. Public Comment/Open Discussion

Laura Nial thanked the Trustees and asked them to save their books for the book sale.

At 8:02, Mr. Huemer moved to go into closed session to discuss personnel issues, Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

13. Closed Session – Non-contractual Personnel 2022 Salary

Mr. Huemer moved to increase both Ms. Lester's and Ms. Goldfine's salaries by 2% retroactive to January 1, 2022, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

At 8:14 p.m., Mr. Huemer moved to come out of closed session. Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

14. Adjournment

There being no further business, Dr. McCaffrey moved to adjourn at 8:16 p.m., Mr. Huemer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary