

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
January 15, 2020**

The December 18, 2019 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:31 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, 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 of the Library, and Irene Langlois of the Library staff.

The current and new Trustees introduced themselves.

2. Minutes

Mr. DeLuca moved the minutes of the December 18, 2019 meeting, S. Cuttle seconded and the motion carried with Ms. Ezell and Mr. Marchman abstaining as they were not present at that meeting.

Ayes: Cuttle, DeLuca, Latimer, McCaffrey, Winston

Nays: None

Abstain: Ezell, Marchman

8. For Information

A. Capital Campaign – Ellen Davenport, Foundation Treasurer

This item was moved up. [Mr. Huemer arrived.] As of early January 2020, the goal of raising \$1,000,000 was achieved including confirmed pledges. Vicki Bixel of Semples Bixel is the Foundation’s fundraiser. The Foundation’s event committee is discussing a launch to kick off the community capital campaign. The public announcement for the campaign will be made during the Ideas Festival.

3. Public Comment

Laura Nial announced that the next Friends’ bag-of-book sale would be in Memorial Hall on January 25 and 26. On February 1, there will be a children’s, tweens, and teens book sale.

The Trustees were sworn in.

4. Election of Officers – Resolution to Accept

Dr. McCaffrey presented the slate for 2020 officers:

President – Dr. Katherine McCaffrey

Vice President – Ms. Fan Winston

Secretary – Ms. Deborah Purdon

Treasurer – Mr. David Huemer

Mr. DeLuca moved the Slate of Officers as presented, S. Cuttle seconded and the motion carried.

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

Nays: None

5. Report of the Library Director

Maplewood Library received \$81,636 for the fourth year of the ESOL program at the Hilton Branch. Irene Langlois added that over 640 students have been served over the past three years. 54% of the students have a high school equivalency or some college from their home country, but they are reading and writing English at a second-grade level. The success rate is 60% compared to 30% - 40% for other grant award recipients, which is typical. The Library has had citizenship classes and arranged for health screenings in tandem to the ESOL classes.

The average day door count in December was 846. Last December, it was 750. This has posed a few problems, especially after school. There is not enough space, seats, or tables to accommodate everyone. That is challenging on a daily basis. The Library is open to creative solutions and ideas. Principal Grunau at the middle school and Vice-Principal, Terry Woolard, at the high school have open communication with the Library. When there is an issue, they are very responsive. This year, a large number of high school students come in before the middle school students. Ms. Lester and Ms. Latimer will set up a meeting with the superintendent and Mr. Woolard to discuss student use of the Library and to discuss the fact that the Library will be closed for construction in about one year.

Mr. Huemer requested that the Library Trustees meetings be added to the events calendar on the Library's website.

6. Treasurer's Report

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

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

Nays: None

There was a discussion about moving the checking account to BCB Bank.

7. Presentation of Claims

The claims to January 15, 2020 totaled \$26,905.43. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

8. For Information

A. Capital Campaign – This item was discussed earlier.

B. 2020 Ideas Festival

This is the seventh year of the Ideas Festival. It will take place from March 21 to April 4. The Maplewood Literary Award will be presented to Abby Sher. On April 1, Jill Carr, David Carr's wife, will be here in conversation with John Schwartz. She has edited a book of his works. There will be between eight to ten events, and it starts with New Jersey Makers Day at the Hilton Branch on March 21.

C. Budget Hearing – January 18

The budget hearing is on Saturday, January 18 at 1:30 p.m. at Town Hall. In addition to the regular budget, Ms. Lester will be presenting the Library's capital requests including a \$42,000 request for technology that is movable to Hilton or the off-site space. There is also a request for \$75,000 for a moving consultant and fees to move into a temporary location. The first aid building by the Maplewood pool is being considered as a second site during the construction. Additional lighting and

electricity will have to be installed in that building. Mr. DeLuca will look into whether there are funds available to replace the roof on the Hilton Branch.

9. For Discussion

A. NJ Library Construction Bond Grant

The application opened on January 6. The applications are being accepted from March 9 through April 6. A separate application has to be into the Department of Environmental Protection ahead of applying for the grant. In order to do that, we have a proposal from Langan Engineering for \$34,000. The architect was asked to bring the total budget to \$18,000,000. That means taking \$2,000,000 out of the current design. The first round of the \$125,000,000 Library Construction Bond Grant is \$87,000,000. The Library is asking for the maximum individual grant of \$8,500,000. The Town has said that they would match that. The Township has been working with the governor's office. The day of the announcement, the governor sent this text to Mayor McGehee and Mr. DeLuca: "Happy New Year. It took longer than I or we wanted, but we are today announcing the first round of grant solicitation for the library bond. I know this is important to you in Maplewood and wanted you to hear it from me. Keep well and speak soon. All the best, Phil Murphy." The Library is well prepared to apply. On the January 22 at 9:00 a.m., the Township arborist and the landscape architect that is working with Sage and Coombe will look at the landscape and trees around the library. On January 22, there will be a technical webinar. Anyone is welcome to listen to it. There is a 2-year period between getting the grant and finishing the project. Sage and Coombe wants to know what kind of extensions would be allowed. In April or May, the grant application will be reviewed. Sometime in June, the awardees will be announced. Then it goes to the legislature. It will probably be the 4th quarter of 2020 by the time all the paperwork is together. Then we can move forward with the Town money to do an orderly move out to other facilities, have the construction documents drafted, go out for bids in December, award the bid, have demolition start in January or February 2021, and be back in here in September 2022. \$100,000 is needed to put together this application. Mr. DeLuca prepared a resolution identifying \$25,000 in library funds and requesting \$75,000 from the township of Maplewood to engage consultants in architecture, engineering, and library operations. Mr. Huemer moved to adopt the resolution, Ms. Winston seconded and the motion carried.

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

Nays: None

Abstain: DeLuca

The Library Board will be the entity that applies for the grant. The Library Board President will sign all the documents. Mr. DeLuca is going to ask the Township Committee to have a resolution in February of intent to provide funding for \$10,000,000. Three months after the grant is approved, the Township has to get a bond ordinance for the \$10,000,000.

Ms. Lester would like to have the grant narrative, executive summary, and revision to the building program done by the end of February.

B. Mission and Strategic Initiatives

This item was tabled until the February 19, 2020 meeting.

C. Welcome to Maplewood 2020

Last year, the Welcome to Maplewood event was held at the Main Library. The Library would like to host it again this year.

10. For Action

A. BCCLS Certification of Agreement for 2020

Ms. Latimer moved that the Trustees acknowledge that the Library is in compliance with the BCCLS bylaws and authorizes the President to certify that. Mr. Huemer seconded and the motion carried.

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

Nays: None

B. Resolution to Accept Filing of Audit Corrective Action Plan for 2018

Ms. Winston moved to adopt the resolution to accept the filing of the audit corrective action plan for the 2018 audit, Mr. DeLuca seconded and the motion carried.

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

Nays: None

C. Post Substitute Librarian Position

There is an open children's librarian position at the Hilton Branch since December. This is a 28 hour per week unbenefited position. Only four applications have been received. In the meantime, Ms. Lester would like to post a substitute librarian position. The possibility of having to hire a full-time librarian will be discussed at the February meeting. Mr. DeLuca moved to post a substitute librarian position, S. Cuttle seconded and the motion carried.

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

Nays: None

11. New Business

In March 2018, the Maplewood Township Committee requested assistance from the New Jersey Department of Community Affairs Office of Local Planning Services to create a vision for revitalizing Maplewood Village. There is quite a bit about the library and the business service center in the results. The Township authorized the Maplewood Arts Council to do mural projects for the train tunnels. For the south tunnel, there is a plan to have lights connecting the train tunnel with the Library, merging the Village with the Library.

NBC News interviewed S. Cuttle about the LGBT curriculum law across the country and the state of NJ. During that interview, S. Cuttle gave a "shout out" to the Maplewood Library. It is a school/community/home connection. Having a public library, a public school system, and a township all working together to create a safe, diverse community is what changes the kind of culture of welcoming spaces.

12. Public Comment/Open Discussion

There was none.

14. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:58 p.m., Ms. Winston seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary