

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
January 18, 2023**

The January 18, 2023 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: Mr. DeLuca, Ms. Ezell [arrived during meeting], Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, and Ms. Purdon. S. Cuttle and Dr. White were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, Christine Dall of the Library Staff, and Mitch Gross, patron.

2. Approval of Minutes

Dr. McCaffrey moved the minutes of the December 21, 2022 meeting, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

3. Public Comment

Laura Nial wished everyone a Happy New Year. The Friends’ membership renewal is going smoothly and has picked up. They are hoping to have another book sale in late March or early April.

4. Election of Officers – Resolution to Accept

Dr. McCaffrey presented the slate for 2023 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. Latimer seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

5. Report of the Library Director

Ms. Lester’s December report was placed on file. She thanked the staff for all of their work this past year. She introduced Christine Dall. Christine is a full-time Library Assistant at 129 Boyden, was previously at Hilton, and started out as a volunteer in 2012. Several staff members started as volunteers. That being said, the sixth staff member resigned on December 31. That was Ruby Constantino who started working here one year ago. Ruby started as an hourly library assistant and was recently promoted to a salaried library assistant. She received a scholarship from The Friends and went back to school for her library degree. Our environment is very challenging right now as there are many opportunities, and our salary scale is not keeping pace with what is going on around us. Another library assistant, Makayla Jiggetts, was recently hired. She started January 9 and was also a volunteer five years ago in the

Children's Room. Our most important resource is our staff. We want the Maplewood Library to be a place where people can grow their careers. This is the first time there has been such a turnover.

6. Treasurer's Report

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

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

7. Presentation of Claims

The claims to January 18, 2023 totaled \$54,691.65. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

The building project claims to January 18, 2023 totaled \$30,036.27. Mr. Huemer moved that the claims be paid, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

8. For Information

A. Chinese New Year and Black History Month Programming

Jane Folger will be at Lunar Fest on January 29 at The Woodland. An author celebrating Chinese New Year was at the Hilton Branch on January 17. There will be a Chinese brush-painting program at the Hilton Branch. The children's librarians put together a book list for Chinese New Year. The three adult book discussion groups in February will be celebrating black authors. On February 28 at 7:00 p.m. at the Hilton Branch, Juan Rios, Professor of Social Work at Seton Hall, will be talking about social justice and transformational justice. The Town is coordinating the programming for Maplewood. Also at Hilton, the big family event is West African storytelling. The booklists, crafts and activities will be in celebration of Black History Month as well. Kids Speak Out! will be in the Library again, which showcases the work of elementary students inspired by the words of Dr. Martin Luther King, Jr. Teens Read to Kids is ongoing on Wednesday afternoons. This was organized by Jane Folger and the MAC Scholars at CHS.

B. 2023 Ideas Festival

The Ideas Festival is taking place the last two weeks of April. Planning is in process. The 2023 Maplewood Literary Award will be going to Eliza Minot, an adult fiction author, long time Maplewood resident, with her third novel coming out on April 25. The Library received a little over \$4,000 in funding from the Essex County Local Arts Grant. The focus of their grants is on the arts.

C. Construction Update

The abatement process is now in the second phase. The full slab of the basement is out. The brick walls that are remaining will be part of the new structure. There are small areas where asbestos still has to be removed. [Ms. Ezell arrived.] The next stage is to remove the concrete first floor slab. Ms. Lester met today to discuss shelving pricing and the millwork for the service points. Janet Simon, the library consultant procuring the furniture, is working with the shelving manufacturers to get the price

within the budget. Ms. Lester also met to discuss donor signage, to recognize the people in the community who have given, and how that fits in with the overall design. Mr. Gross asked why the Library is being picketed. The union is doing informational picketing regarding two contractors on the job. The Union is in negotiations with the demolition contractor, so there is pressure to get them to come to the table to finalize negotiations. There are also concerns about the general contractor because they are not union. The job did not require union. It does require prevailing wage, which is equivalent to the union wage. The Library's statement regarding the union can be found [here](#).

9. For Action

A. Approval of Contractors 3rd Application for Payment

Mr. Huemer moved to approve the contractors 3rd application for payment that totals \$201,854.64. Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

B. AV/IT Bid

Thirty-five firms requested access to the bid proposal, but only one bid was received. The bid was reviewed, and our Qualified Purchasing Agent and Township Attorney have determined that it was administratively insufficient. It did not have the proper signatures or supporting documents. It will now go out as a Request for Bid by the end of January. Dr. McCaffrey moved to approve that the Library go out for an AV/IT bid. Ms. Latimer seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

C. BCCLS Certification

The Library Board has to certify that the Library is compliant with the requirements of membership. Mr. Huemer moved to sign the BCCLS Certification, Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon,

Nays: None

D. Resolution Authorizing Library Director to Proceed with Change Orders for Pal-Pro Builders for Additional Asbestos Abatement at the Maplewood Memorial Library and Temporary Lighting in Maplewood Memorial Park

Ms. Lester has to be authorized to give the general contractor the approval to bring in a company to do the work. When it's done and we have the bill, the Board has to approve the change order with a resolution. The first one is for Lilich Corporation for asbestos removal and the second one is for Apollo Electric to restore lighting and police security cameras in Maplewood Memorial Park. Dr. McCaffrey moved the resolution, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

E. Meeting Room Policy

The Hilton meeting room will reopen for use by Maplewood non-profits, so the meeting room policy has to be revised. After a discussion, the following suggestions were made: Add no vaping or use of cannabis to the Meeting Room Rules and Regulations. No group should make the representation that this is a Maplewood Library event. Use of the Library's logo without prior permission is prohibited. Mr. Huemer moved to adopt the revised Meeting Room Policy with the aforementioned changes, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

10. New Business

The Township is working with a company that will be moving into The Lofts at 1585 Springfield Avenue. It will be a high-end co-working space. There was a discussion regarding the possibility of this company adding the service of using Hilton Branch's 3D printer while the Library is in interim spaces. Robert Nealon will be brought in to discuss this.

11. Public Comment/Open Discussion

Mr. Gross commented that there is a third party online company that queues up 3D printing jobs. You login, submit your job, it checks to see if it would work on that printer, and then queues it up. Mr. Gross will get the name of that software to Ms. Lester.

Mr. DeLuca met with the Township Engineer and there is \$450,000 in the budget for the synthetic slate roof replacement at the Hilton Branch. It will likely cost another \$250,000. That is going into the 2023 capital budget. The specifications for the roof are finished. Once the capital budget is passed in April or May and the CFO certifies there is money in the budget, The Township can go out to bid and get the work done.

At 8:16 p.m., Mr. Huemer moved to go into closed session to discuss a personnel matter, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

At 8:32 p.m., Mr. Huemer moved to come out of closed session, Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

Dr. McCaffrey moved to adjust Ms. Goldfine's 2022 salary 0.75% to \$69,985.74 plus \$2,000.00 longevity retroactive to January 1, 2022 for a total of \$71,985.74 and Ms. Lester's 2022 salary 0.75% to \$133,594.00 + \$1,000.00 longevity retroactive to January 1, 2022 for a total of \$134,594.50. Ms. Ezell seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

Dr. McCaffrey moved to adjust Ms. Goldfine's 2023 salary 3.75% to \$72,610.20 + \$2,000.00 longevity retroactive to January 1, 2023 for a total of \$74,610.20 and Ms. Lester's 2023 salary 3.75% to

\$138,604.29 + \$1,000.00 longevity for a total of \$139,604.29. Ms. Ezell seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

Mr. Marchman moved to post internally for two Senior Paraprofessional positions, Mr. Huemer seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

12. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:35 p.m., Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary