

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
February 19, 2020**

The February 19, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey 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: Mr. DeLuca, Ms. Ezell, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, and Ms. Purdon. S. Cuttle and Ms. Winston were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Emily Witkowski of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the January 16, 2020 meeting, Mr. DeLuca seconded and the motion carried with Ms. Purdon abstaining as she was not present at that meeting.

Ayes: DeLuca, Ezell, Latimer, Marchman, McCaffrey

Nays: None

Abstain: Purdon

3. Public Comment

Laura Nial stated that book collections start again on Saturday, February 22. She also asked if the Board would consider asking the Township to change the no parking time from 2 p.m. - 4 p.m. to 2:30 p.m. - 3:30 p.m. on Burnet Street on school days. [Mr. Huemer arrived.] Ms. Purdon moved to ask the Township to change the no parking time to 2:30 p.m. – 3:30 p.m. on Burnet Street, Mr. Marchman seconded and the motion carried. A note will be sent to the Township Administrator.

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

Nays: None

Abstain: DeLuca

4. Report of the Library Director

This was the busiest January for the Main Library. Over 20,000 people came through the doors. Last year it was 16,930. Years before, it was 14,000 and 15,000. There are more teens coming into the building. Emily Witkowski stated there are about 30 high school students and 60+ middle school students that come in every day after school. It does cause seating problems. The biggest population is boys. We are working closely with the schools to get the message out as how to properly use the Library and make sure the students are getting what they need without disrupting everyone else. On February 18, there was a meeting with Ms. Lester, Ms. Latimer, CHS Assistant Principal Woolard, and MMS Principal Gronau. CHS Principal Morgan and Superintendent Taylor did not attend. The school officials acknowledged that fewer students attend the programs that they have. They would like to talk to the Town about getting more access to the recreation buildings to have open gym time. Many of the students coming to the Library are also the ones that are in need of a lot of services at the school. They do not want to go home. There is a time gap between the end of school and sports schedules. The high school library has limited access after school. When the Library will be closed during construction and there will be no place for these students to go, they may be more inclined to do the activities at the schools, but not everybody is signed up for those. Limiting the number of students that come into the Library is not an option. Mr. Marchman discussed bringing in people from the community to be role models and

interact with the students between 3 p.m. – 6:30 p.m. To engage the students in a positive way may be a solution whether it is in the Library or the middle school. There were members of SOMA Justice that volunteered last year. Mr. Marchman will talk to the Coalition on Race. Ms. Ezell will speak to James Davis of the Black Parents Workshop and one of the Achieve Foundation members. Mr. DeLuca will contact the principal.

5. Treasurer's Report

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

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

Nays: None

7. Presentation of Claims

The claims to February 19, 2020 totaled \$22,222.56. Mr. Marchman moved that the claims be paid. Mr. Huemer seconded and the motion carried.

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

Nays: None

7. For Information

A. Ideas Festival

The Ideas Festival flyer was distributed. On March 11, there will be a pre-festival event with filmmaker, Barry Sonnenfeld. He is the director of *Addams Family Values*, *Get Shorty*, and the first three *Men in Black* films. He is here to talk about his book, *Barry Sonnenfeld, Call Your Mother*. Mary Mann and Carolyn Parisi will be receiving the first annual Carol Buchanan Award. Abby Sher will be receiving the Maplewood Literary Award. One of the authors of the *Toni Morrison Book Club* was Emily Witkowski's professor at TCNJ. They accepted Emily's invitation to present at the Ideas Festival. On April 4, The Maplewood Library Foundation will be kicking off their fundraising campaign for the new Maplewood Library building by hosting a community reception.

B. NJ Library Construction bond Grant

The Library is on schedule to submit the application to the state on April 6. Cost breakdown information was distributed. The first contribution is \$10,000,000 from the Town and \$1,000,000 from the Foundation. The application is for roughly \$8,300,000 from the state based on the total square footage x \$500/sq. foot divided in half. That totals \$19,300,000. The total estimated costs come closer to \$20,000,000. Additions and subtractions had to be made bringing the total down to roughly \$19,500,000, which is still about \$146,000 short. The architects are working on this. A professional cost estimator in New Jersey looked at these numbers. On February 25, Ms. Lester, Mr. DeLuca, the architects, and engineer are going to meet with DEP's ground water, historic preservation, and recreation departments to get the permits lined up.

C. Capital Campaign

On April 4, there will be a public reception and on March 21, a private reception. A Foundation member will be invited to the next Board meeting to give direction on how the Board should go forward with the fundraising campaign.

8. For Discussion

A. Post a Full-Time Children's Librarian at the Hilton Branch

The 28-hour per week Children's Librarian position at the Hilton Branch has been open since mid-December 2019. There have been very few qualified applicants. It may be necessary to change this to a full-time benefited position to fill it. A full-time librarian could help with the volume at the Main Library on Fridays. It would be beneficial to both buildings, but it is an increase in cost. About \$13,000 has been saved so far with the position being empty. The 28-hour position is unbenefited. After a discussion, Mr. Huemer moved to post a full-time children's librarian position at the Hilton Branch as long as the salary and benefits are within the current budget, Ms. Purdon seconded and the motion carried.

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

Nays: None

9. For Action

A. Resolution to Apply for the NJ Library Construction Bond Grant

Mr. Huemer moved to authorize the Library Board of Trustees to apply for \$8,294,250.00, Mr. Marchman seconded and the motion carried.

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

Nays: None

B. Certification Statement for the NJ Library Construction Bond Grant

Mr. Huemer moved to adopt and approve the Certification Statement for the NJ Library construction Bond Grant, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

C. Pay-to-Play Resolution – Baker & Taylor

Mr. Huemer moved the adoption of the resolution authorizing the award of a non-fair and open contract to Baker & Taylor for the purchase of library materials, Ms. Latimer seconded and the motion carried.

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

Nays: None

D. Mission and Strategic Initiatives

Mr. Marchman moved to accept the Mission and Strategic Initiatives as presented, Ms. Latimer seconded and the motion carried.

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

Nays: None

E. Open Checking Account at BCB Bank

Mr. DeLuca moved to open a checking account at BCB Bank, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

10. New Business

The census is coming. The Library is committed to providing computers and helping people complete their census forms. The Town is rolling out activities including train station visits, a parade, and rally on the morning of April 4 at the community center in DeHart Park. This census questionnaire will be online only.

Both the Main Library and the Hilton Branch were very involved with Black History Month. There was an overflow crowd for the SOMA Justice and the New Jersey Tap Ensemble events. The *Growing Up Jazz* event in the Children's Room was very well attended. Mayor McGehee is doing book readings at the Hilton Branch on two Sunday afternoons in February.

The Township has funded the Library \$700,000 above what is required, and in the capital budget, \$43,000 for computers and \$75,000 for the move.

The Library Board is required to complete seven hours of education per year. The New Jersey Library Trustee Association's Trustee Institute is on October 17, 2020. Details can be found [here](#).

11. Public Comment/Open Discussion

Laura Nial commended Ms. Lester and Mr. DeLuca on how hard they have worked on the library construction grant. She added that Dr. McCaffrey and Sage and Coombe have done a great job explaining things.

12. Adjournment

There being no further business, Mr. Marchman moved to adjourn at 8:44 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary