

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
February 21, 2024**

The February 21, 2024 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. Dobrish, Ms. Ezell, Mr. Huemer, Mr. Keeragool, Ms. Latimer, Mr. Marchman, and Dr. McCaffrey. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Christine Dall of the Library staff.

2. Approval of Minutes

M. Latimer moved the minutes of the January 17, 2024 meeting, Ms. Ezell seconded and the motion carried with S. Cuttle, Ms. Dobrish, Mr. Huemer, and Mr. Keeragool abstaining as they had not been at that meeting.

Ayes: DeLuca, Ezell, Latimer, Marchman, McCaffrey

Nays: None

Abstain: Cuttle, Dobrish, Huemer, Keeragool

3. Public Comment

Laura Nial stated that the Friends would collect books on Saturday, April 6 only from 10 am – 2 pm for the April 12 and 13 book sale.

4. Report of the Library Director

Ms. Lester’s January report was placed on file. She gave a video presentation showing where to find information on the Library’s website and how to access the [building plans](#), the [Maplewood digital archive](#), and [historic photos](#). The Library has had many exciting Black History Month Events and there are more coming up (flyer attached). The contractor for the Hilton Branch roof will do on-site tests on February 23 and they will be fully mobilized by March 15.

5. Treasurer’s Report

Mr. Huemer explained the various treasurer’s reports and then moved to adopt the January Treasurers Report, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

6. Presentation of Claims

The claims to February 21, 2024 totaled \$33,183.96. Mr. Huemer moved that the claims be paid. Ms. Ezell seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

The building project claims to February 22, 2024 totaled \$29,291.40. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

7. For Information

A. Construction Update

Things are moving much faster now. Five or six different trades are working there. The fritted windows will be installed in the beginning of April. The testing of the remaining soil around the oil tank, that was buried behind 51 Baker Street, has come back within state DEP standards and no further action needs to be taken. Pal-Pro, is having a legal dispute with the steel contractor. A resolution could not be reached so now the steel company is suing Pal-Pro, the Township, and the Library. Our contract with Pal-Pro holds us harmless against any lawsuit that comes up. The money Pal-Pro owes the steel company has been withheld by the Township and placed in escrow. Ms. Lester would like to organize another tour for the Library Trustees after the windows are installed. The building is at LEED gold. The architects are analyzing possible paths to achieve LEED platinum.

B. Black History Month Events

This item was covered in the Report of the Director.

8. For Discussion

A. Library Move-In Schedule

Janet Simon, our moving and FFE consultant, has estimated it will take six weeks to move in. There are 70,000 books in three different locations that need to be put on shelves. In addition, the staff has to be trained on all the new technology. A discussion ensued regarding the grand opening. One of the move-in committees is working on the grand opening celebration. Members of the Library Board, the Foundation, and the Friends are encouraged to get involved in the grand opening. The Ideas Festival will take place soon after as part of the grand opening celebration. There was a brief discussion about the grand opening date, and October 19 may be the most realistic. The Foundation has committed to \$2,000,000 towards the new building that will be used for furniture, solar, and IT. Move in help from members of the Library Board, the Friends, and the Foundation will be needed.

9. For Action

A. Approval of Contractors 17th Application for Payment

Mr. Huemer moved to approve the contractor's 17th application for payment, Dr. McCaffrey seconded and the motion carried. The roll was called.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

B. Resolution Authorizing Change Orders Numbers 27 and 28

Mr. Huemer moved to accept the resolution authorizing change orders numbers 27 and 28, Mr. Marchman seconded and the motion carried. The roll was called.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

C. Resolution on Network Server Contract

This resolution authorizes that a fair and open contract be awarded to CDW-G in the amount of \$61,175.69 for network services related equipment. Mr. Huemer moved the resolution, Ms. Latimer seconded and the motion carried. The roll was called.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

D. Donate \$5,750 grant from the Fraentzel Foundation to the Maplewood Memorial Library Foundation

Mr. Marchman moved to donate the \$5,750 Fraentzel grant to the Maplewood Memorial Library Foundation, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

E. 2023 Budget Line Transfers

Mr. Huemer moved to adopt the 2023 budget line transfers, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

F. Two Page Position

Ms. Latimer moved to hire two Pages to replace two who have left, Ms. Ezell seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey

Nays: None

10. New Business

S. Cuttle talked about [Bill S2421](#) which was reintroduced in January 2024 but pulled from the February 15, 2024 Senate Education Committee meeting. They asked if the Library Board supported the Bill, which it does; and as Secretary, S. Cuttle will submit the [Board's Statement: A Sanctuary for Reading](#) and the [Township Committee's Book Sanctuary Resolution](#) in an email as testimony in support of the bill to all the newly appointed Representatives.

Ms. Lester explained that Libby is an app through the Library where you can download free eBooks, eAudiobooks and eMagazines. EResources are 43% of the Library's circulation, and they are expensive. There is also Kanopy for movies and Hoopla for eBooks, eAudiobooks and movies.

11. Public Comment/Open Discussion

Laura Nial asked if the News Record could be accessed from home. All of the digital archives are accessible from home except the News Record. The publisher has limited usage to inside the Library.

Mr. Huemer suggested that the Board should start thinking of how the Foundation can support future Library projects.

12. Adjournment

There being no further business, Ms. Latimer moved to adjourn at 8:21 p.m., Mr. Huemer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Dobrish, Ezell, Huemer, Keeragool, Latimer, Marchman, McCaffrey
Nays: None

At this time, S. Cuttle, Mr. DeLuca, Ms. Ezell, and Mr. Marchman left the meeting.

At 8:22 p.m., Mr. Huemer moved to go back into open session, Dr. McCaffrey seconded and the motion carried.

Ayes: Dobrish, Huemer, Keeragool, Latimer, McCaffrey
Nays: None

Ms. Dobrish and Mr. Keeragool were sworn in as Library Board Trustees by Dr. McCaffrey.

At 8:23 p.m., Mr. Huemer moved to adjourn, Dr. McCaffrey seconded and the motion carried.

Ayes: Dobrish, Huemer, Keeragool, Latimer, McCaffrey
Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary