

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

Via Zoom, the April 15, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:33 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, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon and Ms. Winston. Also present: Ms. Lester, Director, and Irene Vershinin and Joanne Beckerich of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the March 18, 2020 meeting, Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, Winston
Nays: None

3. Public Comment

Laura Nial was not able to attend the meeting but sent this message: “I want to offer my gratitude and many, many thanks to Sarah and the entire library staff for all of their work over the last few weeks as the library has transitioned (temporarily – I hope) into a virtual community hub. I am sure the library’s patrons would be astounded at the amount of effort that has gone into the process of offering expanded services to all of us. As I read the monthly reports, especially Robert’s, I am overwhelmed by the amount of technical knowledge needed to take on this task. Our library staff have always been the heart and soul of MML. Once again, they have more than risen to the occasion and shown us what teamwork can do. Kudos to them. I wish all of the trustees, Sarah, Kathy and the library staff good health.”

4. Report of the Library Director

Ms. Lester’s March Report was placed on file. She added that she was proud of the entire Library staff to bring us from a physical library into a true virtual library. Robert Nealon has done an incredible job to make sure all of our services are accessible and easy to find. All of the Department Heads have rallied their staffs to take on specific projects. The Department Heads meet every day via Zoom. Each department staff meets once or twice a week. All staff meet once a week. We are using Zoom for our meetings and Slack for all of our internal communications. Programming is online. Amalia Daniels has been doing storytimes regularly. Emily Witkowski has done teen programs via Zoom, put things out on social media, and has made strong connections with the schools as well as the Hub and the Loft. We’ve done readers advisory for adults and ordered additional ebooks for adults and children as well as signed up people for library cards. Using the 3D printer, we have created visors for our first responders. MacMillan stopped their embargo to libraries, and many ebook suppliers are also providing additional titles for free. Ancestry.com and Audible have opened up home access. We have links on the website to all of these resources. We have been discussing what our programs are going to look like in the summer and what changes are needed. We have a very talented staff. One of them is Linda Willner who worked at the Library full-time, retired, and came back part-time. She announced that she is retiring again on April 17th. Ms. Lester thanked Linda for all that she has done for the Library. Dr. McCaffrey suggested the Library Board send Linda a letter of gratitude. At this time, Dr. McCaffrey encouraged the Trustees keep themselves present and on the public’s radar by amplifying what is going on in the

Library virtually. The custodian, Herbert, is going into the building every day, emptying the book drop at both the Main and Hilton buildings, dating them, and keeping them quarantined. The Library Foundation will meet Monday night. They are sending out letters to their major donors to keep them informed and the attention on the Library

5. Treasurer's Report

Mr. Huemer spoke to John Mousseau about the Stokes account. The account balance was down in March but overall it is up for the year. A bond was redeemed and will be reinvested for a few months. Mr. Huemer then moved to adopt the March Treasurers Report, Mr. DeLuca seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to April 15, 2020 totaled \$40,372.56. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

7. For Information

A. Virtual Library Services

More resources were moved into the Library's online collection. Money was taken out of the print materials and moved into ebooks. We are looking at purchasing other databases resources perhaps for the unemployed or underemployed. Ms. Lester welcomed any suggestions for resources. Through Cathy Rowe and the Two Towns for all Ages initiative, the seniors' needs are being coordinated. Until the governor's orders are lifted, the Library cannot provide any access to our print materials. One of our book clubs is being done virtually. Dr. McCaffrey would like to see the seniors using Zoom. Joanne Beckerich did suggest that to the seniors, but they were happy using email. Some of our programs are conducted by outside presenters and if they are willing, their programs can be done using Zoom.

B. Library Construction Bond Application Deadline 6/5/20

The state has postponed the application deadline to June 5th, and we haven't heard anything else, but we are ready to go.

C. Financial Disclosure Statements due 4/30/20

The Trustees must submit their financial disclosure statement by April 30, 2020. A pin will be sent in the mail. There is a fine if it is not returned.

8. For Discussion

A. Framework for library services going forward

With so many unknowns, we are trying to anticipate what services may look like but also provide services now and plan for transitional services. That may mean providing curbside services or limiting the amount of people in the buildings. Ms. Lester is on a task force made up of the four consortia in New Jersey. The Executive Director and one rep from BCCLS, LMxAC, PALS Plus and MAIN comprises the task force. We are talking about how to be proactive and think of ways we can use library infrastructure and library services to help our residents. Ms. Lester talked to Dave Hanson, BCCLS

Executive Director, and also to people in the community colleges and the Department of Labor to think through how to work together with the One Stop Centers, the community colleges, and the libraries in our area to provide more access points for people in need. When things open up, community colleges may not be able to have all of their students together in their buildings. They may need libraries for some of their students. The One Stop Centers are hard to get to. If the Library could provide some of the One Stop services it would benefit many. That would require some training for our staff. RefUSA is a statewide database where people can look for jobs, do market research, and investigate businesses. RefUSA is providing training for the Library staff this week. We have ten hotspots, but probably need 50-100. Achieve is working on getting hotspots to students. After the last recession between 2007-2009, library use increased 20%. We anticipate that is going to happen again and want to be prepared to be in the best position to help our community. One of the things the Maplewood Library does very well is big programs. We have to think about what kind of summer reading programs we can do. There was a discussion about what changes and PPE the staff expects. The staff has to be comfortable with whatever services are provided to the public. Mr. DeLuca suggested looking at Executive Order 25 found [here](#) that describes the higher standards for essential stores. Through the Town, supplies are being sought for first responders. To maintain the 6-foot physical distance, furniture in the library buildings will have to be removed and rearranged. If the restrictions are lifted before the next Library Board meeting, the Trustees will have a special meeting to go over operational decision making and policy changes.

9. For Action

There were no items for action.

10. New Business

There was none.

11. Public Comment/Open Discussion

Susan Joseph passed away on Sunday, April 11th from complications from COVID-19. She was a true library supporter. In 2013, we celebrated our Centennial with a quiz show. Susan went around to all the local businesses and raised \$2,500-\$5,000 for the library. She was also involved in drafting all the documents when the Library Foundation was being set up.

12. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:26 p.m., Mr. Marchman seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary