

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
May 20, 2020**

Via Zoom, the May 20, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:38 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, Laura Nial of the Friends of the Library, and Amanda Eigen and Jenny Zbrizher of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the April 15, 2020 meeting, Ms. Purdon seconded and the motion carried.

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

3. Public Comment

Laura Nial congratulated the Library staff for all the work they are doing. She added that she and the community are anxious to have the Library functioning again and pray it will happen sooner than later.

4. Report of the Library Director

Ms. Lester's April Report was placed on file. She added that it feels like a year has passed since April ended. She is proud of the staff for stepping up and working together in a new way and providing exceptional virtual services for the public. E-book usage is way up. Patrons engaged with the Library via virtual storytimes and adult programs. Positive comments have been received from the public. There has been outreach to patrons at Winchester Gardens who are feeling disconnected right now and missing our services. Emily Witkowski has been writing letters to the teens. Many of them do not have internet access. Recently, it was released that we are in phase 2 of the governor's reopening. Amanda Eigen echoed what Ms. Lester stated and added that the Library has bumped up e-book and e-audio purchasing as well as issuing library cards every week. Both book clubs are now meeting via Zoom.

5. Treasurer's Report

Mr. Huemer moved to adopt the April Treasurers Report, Ms. Purdon seconded and the motion carried.

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

6. Presentation of Claims

The claims to May 20, 2020 totaled \$20,012.81. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

7. For Information

A. Library Construction Bond Application Update

After meetings with Mr. DeLuca and Sage and Coombe, and a final review of the narrative by Fan Winston, Ms. Lester plans to submit the application on May 21, 2020. Mr. DeLuca added that Sage and Coombe have been very helpful following up on all the details with the state applications.

8. For Discussion

A. Draft COVID-19 Operation Plan to Reopen

Referring to the draft of the Library's COVID-19 Operational Plan to Reopen, department heads have been meeting to talk about a safe phased reopening plan. Ms. Lester met with the Township OEM committee and got suggestions from the health officer and other members which have been incorporated into the Library's plan. Only the custodian is in the building now. Starting next week, the department heads will go into the buildings to prepare for phase 1. In the governor's plan, library reopening is in phase 2. We have not been authorized to provide any services within our buildings yet, but we do want to be prepared for when that happens. The first level of service is to provide curbside pick-up and drop off deliveries at patron's houses if necessary. Patrons will not be coming into the buildings until we are sure we can do so safely for them and for the staff. One staff member is on a BCCLS committee on reopening and another is on a statewide committee. Ms. Lester is on the consortium taskforce for reopening. Holds are not turned on yet, but only Maplewood residents with Maplewood library cards will be able to place a hold on Maplewood materials. We will not be able to serve our ReBL patrons at this time. The plan is to get all BCCLS materials to their home libraries, then fulfill local holds first and later to turn on system holds and start the deliveries. BCCLS is in the process of purchasing PPE and supplies to clean the delivery bins and vans. The Township Committee voted to change the parking in front of the Main Library from 30 to 15 minutes for curbside pick-up. An additional wireless access point will be installed to provide internet access and perhaps laptops outside of the building.

Dr. McCaffrey would like to establish a reopening advisory board to effectively communicate with stakeholders and the public the importance of the Library to the community and make them aware of the physical precautions being made to build their confidence in coming back. The purpose of the advisory committee would be to engage stakeholder involvement in the Library making sure all constituencies are included. The members could consist of one Trustee, one Friend, one Foundation member, patrons, members of the business community, a member of the tech community, and a local non-profit to have a rounded committee. This advisory board would not have any decision-making authority and would have a clear mission statement and parameters.

B. Library Policies – addendum for COVID

This item was tabled until the June 17, 2020 meeting.

C. Contact Tracing

Discussions with Candace Davenport, Township Health Officer, have been ongoing since mid-March about using librarians for contact tracing. There is a code of confidentiality in the library. Librarians are trained researchers. Emily Witkowski, Teen Librarian, is in the Master of Public Health program at Johns Hopkins so she is the most suited for this. Candace deputized her to help in the Health Department, and Emily is now taking a contact tracing course at Johns Hopkins. The state is hiring both paid and volunteer contact tracers on a county wide basis. In the fall there may be a greater need for this, and we would like to be trained and ready to help.

9. For Action

A. Cancel August Meeting

Mr. DeLuca moved to cancel the August meeting, Ms. Purdon seconded and the motion carried.

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

10. New Business

There was none.

11. Public Comment/Open Discussion

Mr. DeLuca reported that the federal government passed the CARES Act to allocate money to states and counties to deal with the COVID-19 response. Maplewood has been allocated up to \$630,000 to cover costs beginning in March and going through December 2020. This will cover the cost of cleaning the Library buildings and some of the salary of the contact tracers.

S. Cuttle asked if a meeting could be held in August if an emergency warranted it. Second, South Orange, has Wi-Fi parking spots. Is that something that Maplewood would consider? Third, could there be outreach to patrons in the community who have been experiencing housing insecurities? Ms. Lester responded that there is Wi-Fi access in both buildings parking lots. The Health Officer has been working with the population in need and trying to find assistance for them.

Mr. DeLuca stated that the Township's \$48,200,000 budget has been introduced. It includes \$2,140,000 for the Library that is about \$640,000 more than the required payment of \$1,445,137; 48% more than required. Then we were hit by COVID-19. The Township is looking at all the departments' areas of spending, and in June the budget might be altered. There will be town wide cuts on both other expenses and salaries. The cut will be under \$1,000,000. There is likely to be a \$1,500,000 to \$2,000,000 deficit. There is a possibility of July furloughs. The Library has been careful with the salary budget and will look into where cuts can be made without impacting services and the staff. The federal unemployment runs through July, so if people are furloughed, they would be eligible for that.

12. Adjournment

There being no further business, S. Cuttle moved to adjourn at 8:40 p.m., Mr. Huemer seconded and the motion carried.

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

Respectfully submitted,

Deborah Purdon  
Secretary