

**Minutes Maplewood Memorial Library
Board of Trustees Meeting**

June 16, 2021

Via Zoom, the June 16, 2021 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:35 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 [arrived during meeting], Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ms. Lester, Director; and Christine Dall of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the May 19, 2021 meeting. Ms. Latimer seconded and the motion carried.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester's May Report was placed on file. She added that Diane Tremper is retiring at the end of June. Diane starting working in the Children's Room in February 2001, and has lived in Maplewood her entire life. She will be missed by the staff and patrons. The Library is continuing to open safely and expand services. The unattended age limit will be reduced from 16 to 12 starting June 28. Consultation with Health Officer, Candice Davenport, will continue to see when we can safely unmask. Capacity limits of 25 at the Main Library and 12 at the Hilton Branch are in place and will be expanded in the next few weeks. It is nice to see more patrons coming back into the buildings. They are very appreciative of our services.

5. Report of the Treasurer

Mr. Huemer moved to adopt the May Treasurers Report. Mr. Marchman seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The building project claims to June 16, 2021 totaled \$96,521.56. Mr. Huemer moved that the claims be paid, Ms. Purdon seconded and the motion carried.

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

Nays: None

The claims to June 16, 2021 totaled \$15,958.47. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

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

Nays: None

7. For Information

A. Summer Reading Program

The Children's Librarians and staff have been very busy getting ready for the summer reading programs. They have worked with the school librarians to create great reading lists for elementary, middle school, and high school. The lists are posted on the Library's website, and those titles are being checked out in response. [S. Cuttle arrived.] The Children's Librarians also made videos for the school district that were shared during library time. The schools have distributed the reading lists and summer reading information on bookmarks, posted it on individual sites, demonstrated how to use Libby, showing every way possible that a child can interact with the public library online and in person. The Library staff has four in-person, outside events planned for children. The kick-off program is Rockness Music on Monday, June 28 at 10:30 a.m. outside of the Hilton Branch. The events will go through the beginning of August. For the teens, there will be CreateSpace programs. Four will be outside in-person programs. For adults, there are four virtual programs starting with an ancestry program.

B. Building Program and Timeline

The timeline will be discussed by Sage and Coombe Architects later in this meeting. There was a meeting at the OEM building with Mr. DeLuca, Township Administrator, Jerry Giaimis, the Township engineers, and DPW to go over what needs to be done to get the building ready by September 1. The Hilton Branch also has to be set up as a children's and teen library. The Hilton staff and the Children's Room staff are thinking through what is going over to Hilton. There will be six public computers at the OEM space and everything at Hilton will be for children and teens.

8. For Discussion

There were no items for discussion.

9. For Action

A. Resolution to accept the bequest of Jeanne T. Adams

Long-time resident and retired teacher, Jeanne T. Adams has left an unrestricted bequest of \$50,000 to the Maplewood Memorial Library. Dr. McCaffrey signed a letter from Ms. Adams' attorney authorizing the bequest. Ms. Lester recommends contributing it to the capital campaign. She suggested thanking the family, notifying them of the intention of using the bequest, and letting them know about naming opportunities. Mr. DeLuca moved to accept the bequest and authorize Ms. Lester to contact the family to see if they are interested in a naming opportunity. Dr. McCaffrey seconded and the motion carried. Mr. Huemer suggested asking the family if the Library could publicize the bequest.

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

Nays: None

B. In-house posting for hourly library assistant

This position would fill the vacancy left by Diane Tremper's retirement. The position would be for ten to twenty hours per week with some flexibility. Mr. Huemer moved to post a position for an hourly library assistant for up to 20 hours per week, Ms. Winston seconded and the motion carried.

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

C. 2020 Budget Line Transfers

Mr. Huemer moved to accept the 2020 budget line transfers, Dr. McCaffrey seconded and the motion carried.

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

10. New Business

S. Cuttle gave a "shout out" to the Library for supporting Pride Month and the ongoing support for the LGBTQ+ community. The Library's table at the Pride picnic over the weekend was well attended and included people from outside MAPSO and Essex County. They were moved by the display of the books and expressed that they wished their library had affirming books and materials.

11. Public Comment/Open Discussion

The Friends of the Maplewood Library are not accepting book donations. They have to clear out their storage area by September 1, 2021.

The Foundation had a successful event in Ben Cohen's neighborhood and raised over \$6,000. There is another neighborhood event on July 6. The Foundation is looking for more people to host neighborhood capital campaign events.

At 7:55 p.m., Jennifer Sage, Peter Coombe, and Charlotte Page of Sage and Coombe Architects; Ben Cohen and Ellen Davenport of the Maplewood Library Foundation; Laura Nial and Rae Paltiel of the Friends of the Library and Building Committee joined the meeting.

At 8:00 p.m., Jennifer Sage, Peter Coombe, and Charlotte Page of Sage and Coombe gave their design development presentation. The presentation ended at 8:55 p.m.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:59 p.m., S. Cuttle seconded and the motion carried.

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

Respectfully submitted,

Deborah Purdon
Secretary