

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

Via Zoom, the July 15, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 6:34 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: S. Cuttle, Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Mr. Marchman was absent. Also present: Ms. Lester, Director, and Robert Nealon of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the June 17, 2020 and June 30, 2020 meetings. Ms. Latimer seconded and the motion carried.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester's June report was placed on file. She commended the staff for their hard work to begin curbside pick-up, schedule programs, and start the summer reading program.

5. Treasurer's Report

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

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

Nays: None

6. Presentation of Claims

The claims to June 15, 2020 totaled \$34,030.68. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

7. For Information

A. Library Grant Application-NJ Department of Environmental Protection Historic Preservation

Ms. Lester, Mr. DeLuca, and Sage and Coombe will be meeting with the Historic Preservation Committee at 8:00 p.m. following this meeting to talk about the Library project. Mid-June, the Historic Preservation Committee notified Ms. Lester that they were considering the library reconstruction an encroachment on Memorial Park. This stemmed from the initial filing of the park as historic on the national register. The intent was to cut out the Library from that application; but in some

of the documentation, it was not. Sage and Coombe prepared a packet with details and specifications in preparation for a hearing. Since then, the Historic Preservation Committee has reconsidered; and there will not be a hearing nor is the plan under their review. At this evening's meeting, the application and bond process will be reviewed and the support of the Historic Preservation Committee will be pursued.

B. Library as Convener-CCR Program and Upcoming Forum with Community Board of Police

The Library purchased Zoom Pro that includes a webinar function and allows up to 500 participants. The Library has collaborated with the Community Coalition on Race for a two-part program dealing with anti-racism and being an ally. Robert Nealon spent a lot of time helping them with this program, but it was worthwhile. The next partnership is with two members of the Community Board of Police along with Mayor McGehee. This program is a discussion about when to call the police, specifically geared toward youth.

C. Summer Reading Program

The Summer Reading Program is off to a great start. A flamenco program was held this morning, and it was well attended. There are 31 adults, 49 teens, and 169 children registered so far. The reading lists created with the school librarians are well received. Many holds have been placed on those titles.

D. Retirement and Pay Out – Ellen Frankoski

Ellen Frankoski, who has worked in the Children's Room for 22 years, announced her retirement. She has been a well-loved and wonderful part of our team, and we will miss her. She is retiring effective July 17, 2020. Per the Contract, she has accrued leave that will be paid out in January 2021. Mr. DeLuca moved the resolution to schedule the payout for January 2021. Mr. Huemer seconded and the motion carried.

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

Nays: None

8. For Action

A. Internal Posting for Full-Time Library Assistant

With the vacancy in the Children's Room and the absence of hourly employees who are not returning due to the pandemic, Ms. Lester is requesting to internally post a full-time, benefited Library Assistant position. Mr. DeLuca requested an organization chart be provided to the Trustees showing the new full-time position and removing the hourly employee(s) that are not returning. Mr. Huemer moved the internal posting for a full-time Library Assistant, S. Cuttle seconded and the motion carried.

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

Nays: None

B. Internal Posting for Substitute Library Assistant

Ms. Lester would like to internally post for a substitute Library Assistant position to fill in shifts now that the Library is reopening. Mr. Huemer moved to internally post for a substitute Library Assistant position, Ms. Latimer seconded and the motion carried.

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

Nays: None

C. Cancel Uncashed Checks

Dr. McCaffrey moved to cancel four uncashed checks totaling \$550.30: #4169 for \$50.00 that is over one year old, #4691 for \$375.00 for an Ideas Festival program that was cancelled, #4689 for \$75.00 for a seminar that was cancelled, and #4692 for \$50.30 that was lost and reissued. Mr. DeLuca seconded and the motion carried.

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

Nays: None

D. Sage and Coombe Extra Work Contract

Ms. Lester requested authorization for up to an additional \$10,000.00 for Sage and Coombe's extra work. There was a discussion about looking into adding UV sanitizing to the library project. Mr. Huemer then moved to authorized up to an additional \$10,000.00 for payment of Sage, Coombe's additional work, Ms. Purdon seconded, and the motion carried.

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

Nays: None

E. Payment for Notary Services During Phase 3

At this time, it is preferred not to handle cash plus the bank is closed in Maplewood and deposits have to be made within 48 hours of receipt. Ms. Lester would like to suspend all fees, including printouts and notary service fees at least until the September 16, 2020 Board of Trustees Meeting. A limit on the number of free printouts will be set. This would not include lost materials that can be paid online through BCCLS. This is consistent with neighboring libraries. Mr. DeLuca moved to suspend fees until at least the September 16, 2020 Board Meeting, Mr. Huemer seconded and the motion carried.

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

Nays: None

F. Hours

In order to create a three-day quarantine when the public is not in the Library's two buildings, the proposed schedule is as follows:

Main Library:

Starting Tuesday, July 21, open Tuesday through Friday from 10 a.m. to 6 p.m.

Hilton Branch:

Starting Monday, July 20, open Monday through Thursday from 10 a.m. to 6 p.m.

Mr. DeLuca moved the scheduled hours, S. Cuttle seconded and the motion carried.

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

Nays: None

9. New Business

The Woodland is gradually reopening. The parlor is large enough to physical distance. It is a location option for the suspended ESOL classes that cannot currently be held at the Hilton Branch.

The Township Engineer and DPW have placed directional and 6 foot signage, signage stating masks are required in the building and to stay 6 feet apart in both the Main Library and Hilton Branch. Plexi-shields are installed at the main service desks. All checkouts will be done at the adult circ desk at the Main Library. There is a self checkout at both locations. Downloading the MeeScan app onto your smartphone allows you to check out your own materials by entering your library card number and scanning the item's barcode.

10. Public Comment/Open Discussion

There was none.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 7:24 p.m., Ms. Purdon seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary