

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
July 19, 2023**

The July 19, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:31 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, and Ms. Purdon. Dr. White was absent. Also present: Laura Nial of the Friends of the Library, Ms. Lester, Director, and Christine Oania of the Library staff.

2. Approval of Minutes

Mr. Marchman moved the minutes of the June 21, 2023 meeting, Ms. Latimer seconded and the motion carried with Ms. Purdon abstaining as she was not present at that meeting.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Abstain: Purdon

3. Public Comment

Laura Nial stated how wonderful it is to go by the Library and see those huge cranes working away. She thanked Mr. DeLuca for sharing the photo of the basin bathtub and hopes that works. She added that it was nice to see such great progress and we should all be proud.

4. Report of the Library Director

Ms. Lester’s June report was placed on file. She added that June was a very busy month with the start of the summer reading programs. There are already over 550 people registered. Over 400 people participated in the Bubble Mania festival at the Hilton Branch. Amanda Eigen was promoted to Assistant Director starting June 5. Elisa Diaz joined the staff as an hourly library staff assistant and Louis Muñoz as an hourly substitute librarian. We have a verbal acceptance for the 24 hour per week library assistant position who will start in a few weeks. The ESOL program is back to pre-pandemic numbers. There was a long line for registration. The conversation class led by Ina Rimpau started on July 18 with twelve students – 8 from Haiti, 2 from Columbia, and 2 from Brazil. The conversation class may be expanded to 2 sessions per week as the class is large and people are coming in at different levels. Ina speaks four languages.

5. Treasurer’s Report

S. Cuttle asked if the Library would get reimbursements for COVID use. Mr. DeLuca stated there would be no reimbursement for COVID. Mr. Huemer moved to adopt the June Treasurers Report, Ms. Ezell seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

6. Claims

The claims to July 19, 2023 totaled \$51,621.81. Mr. Huemer moved that the claims be paid. Ms. Purdon seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

The building project claims to June 21, 2023 totaled \$18,257.35. Mr. Huemer moved that the claims be paid, Ms. Purdon seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

7. For Information

A. Construction Update

The steel is going up and will continue through August. All the connections under Baker Street have been completed. Things will move faster after the steel is complete. A plate will be put down for the first floor and then concrete will be poured followed by the same for the second floor. Then the wall are closed up. Many great responses came in after the [drone pictures](#) were put up on the website. A tour of the site will be arranged once the steel is done and the crane is gone.

B. Foundation Update

The Foundation has started the brick campaign. They have 700 bricks to sell which will bring in over \$105,000. Seventy have been sold so far. They now have close to \$1,700,000. They are still working on some grant applications as well as general fundraising. Their new Board Member is Rogene Jacquette who has helped with the website.

C. Summer Reading Club

Registration and program attendance has been much higher than last year. Fifty-six people attended the author talk with Boo Trundle. At the same time, the Read to a Dog program was going on. The Hilton Branch was hopping. No one complained about being in a tight space. People are very appreciative, and they see we need a bigger library.

D. Mission and Strategic Initiatives

At the last meeting, the consensus was to not embark on a new strategic plan until the Library reopens. Move management consultant, Janet Simon, suggested doing a one-year internal plan, a roadmap to get us through this next year and into the first year in the new library. There was a brief discussion about transitioning the existing strategic plan into the new building and/or creating an internal logistics plan.

8. For Action

A. Authorization to Pay Bills in August

Mr. Huemer moved to authorize the payment of bills in August to be approved at the September meeting. This does not include the contractor's payouts. A quick Zoom meeting will be held in August to approve the contractor's payouts. Ms. Ezell seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

B. Approval of Contractor's 10th Application for Payment

Dr. McCaffrey moved to approve the contractor's 10th application for payment, Mr. Marchman seconded. The role was called:

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

C. Resolution Authorizing Change Orders #10 and #11 for the Construction Contract for the Maplewood Memorial Library

Change order 310 is a charge of \$64,957 for additional asbestos abatement and Change Order #11 is a \$44,484 credit because the original demo crew stopped their work so the asbestos crew could take over. Mr. Huemer moved the resolution as presented, Dr. McCaffrey seconded. The role was called:

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

D. Resolution to Award Contract for Professional Environmental Services for the Removal of an Underground Storage Tank and the Maplewood Memorial Library

Dr. McCaffrey moved the resolution as presented, Ms. Purdon seconded. The role was called:

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

10. New Business

S. Cuttle thanked the Trustees for highlighting their inclusion on the *Insider New Jersey Out 100* and supported the work the new youth librarian and all the Hilton Branch staff did to support the youth pride events in June. People from other communities admired the Library bike during the event.

11. Public Comment/Open Discussion

Laura Nial wished all a good rest of the summer and looks forward to the progress of the new Library.

9. Closed Session for Contract Negotiations

At 8:07 p.m., Dr. McCaffrey moved to go into closed session for potential litigation, Ms. Ezell seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

At 8:31 p.m., Mr. DeLuca moved to go back into open session, Dr. McCaffrey seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

12. Adjournment

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There being no further business, Mr. Huemer moved to adjourn at 8:32 p.m., Ms. Latimer seconded and the motion carried.

Ayes: S. Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary