

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

July 21, 2021

Via Zoom, the July 21, 2021 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:32 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 [arrived during meeting], Mr. Huemer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Ms. Ezell and Ms. Latimer were absent. Also present: Ms. Lester, Director, and Salimah Latham of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the June 16, 2021 meeting. Mr. Huemer seconded and the motion carried.

Ayes: Cuttle, Huemer, Marchman, 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 added that the staff is getting ready to close and move while the adult, teen and children's librarians are also doing a terrific summer reading program this year. There are 532 children, 89 teens, and 70 adults registered for a total of 691 compared to 299 in 2020. The next in-person event is flamenco dancers on Tuesday, July 27 outside the Hilton Branch. Protocols are being adjusted as health and safety allows. The capacity at the Main Library was raised to 50 and 24 at the Hilton Branch. Unvaccinated patrons are required to wear masks. Patrons are requested to wear masks in the Children's Room because those under 12 years old have not had the opportunity to be vaccinated. Ms. Lester thanked the staff for being flexible.

5. Report of the Treasurer

Mr. Huemer moved to adopt the June Treasurers Report. Ms. Winston seconded and the motion carried.

Ayes: Cuttle, Huemer, Marchman, McCaffrey, Purdon, Winston

Nays: None

6. Presentation of Claims

The building project claims to July 21, 2021 totaled \$53,278.20. Mr. Marchman moved that the claims be paid, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, Huemer, Marchman, McCaffrey, Purdon, Winston

Nays: None

The claims to July 21, 2021 totaled \$27,833.92. Mr. Huemer moved that the claims be paid, Mr. Marchman seconded and the motion carried.

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

Nays: None

7. For Information

A. Update from the Maplewood Memorial Library Foundation

Ben Cohen, Foundation President, stated that the Foundation is on the verge of entering the final phase of their fundraising plan. The overall goal is to raise an additional \$800,000 to add to what has already been raised. From May through September, neighborhood campaigns have and will be held. These are outdoor evening neighborhood events led by a neighborhood captain to invite neighbors to listen to the plan, to update them on the progress, and solicit their help. Mr. Cohen talked about the role of the Foundation in the fundraising efforts and brought the neighbors up to date with the current state of the funds available including the \$10-\$12 million from the Township, the \$8.4 million from the State of New Jersey grant, and the \$1.2 million that the Foundation has raised to date. The Foundation would like to partner with the Library Board to host a virtual unveiling of the Library plans prior to the full public appeal and to partner with the Library Board in a formal ground breaking event in collaboration with Township officials. There will be a town-wide mailing and social media campaign in September through November 2021. The goal with the town-wide mailing is to raise \$250,000 along with a matching \$250,000 from a challenge grant. [Mr. DeLuca arrived.] The design and printing for the case for support will come before the letter inviting all residents and businesses to participate in the campaign with contributions. All gifts, large and small, are welcome. We want this to be all encompassing for Maplewood. The new library will benefit everyone.

Ellen Davenport, Foundation Treasurer, stated that there are several aspects to the final phase of fundraising campaign. The two challenges faced by the Foundation is they have been out there for ten years raising money. The second is not everyone knows about the project. Social media is going to be one of our coaxes. We have accrued a large email database over the years. The emphasis of this final phase is total town involvement. It is our belief that no matter what you give us, that you have given and buy into this very worthy project. We want everyone to feel ownership for this beautiful new building. We are going to embark on a realtor's campaign. We want to tell realtors how we feel that a brand new library will furnish the reputation of this wonderful town. We are going to continue to solicit large donations and apply to several foundations who do consider capital investments. Vicki Bixel is working on the applications. The other part of the campaign is the kids campaign spurred by a Girl Scout Troop in town who gave us \$250-\$300 from their cookie sale two years in a row. We believe that their involvement is crucial. We would like to work with the Library on all major events such as groundbreaking. We have built a very reliable cadre of donors. This community is very generous and supportive. I do believe we can meet the goal of \$2,000,000. People are volunteering to help us. Ms. Davenport thanked the Trustees for their support. Dr. McCaffrey thanked Ms. Davenport and Mr. Cohen for the update.

B. Building Program and Timeline

At the last Board Meeting, Sage and Coombe presented, and the need for an ungendered restroom on the first or second floor was brought up. Options were discussed, and it was agreed that there would be two single gendered restrooms and one ungendered single user/ADA accessible restroom on the second level. The design can be modified in the future.

The current plan is to move the adult services and offices to the OEM building on October 4 and the children's services over to the Hilton Branch. The Main Library will be empty by the beginning of October. The books that have to go to storage would still be there as well as well as equipment and

furnishings to be sold. The architects have told us they will have the construction documents to us by early October. That allows us to go out to bid. Demolition may not start before December or January. If the contractor cannot start until January, it is an option to keep the current operations at the Main Library until November. If we get the contract documents and bidding out, if we get the responses and are able to review everything, if the Board meets and approves it and we get a contract signed with the contractor within 10 weeks, which would be an achievement. It is possible we would be out of the building in October, but contractors will not be there until January. If we move out too early the perception is, why is that building sitting there. If we move out early, we get things set up in an orderly fashion. There is an election in the OEM building on November 2. If the contractor could get moving in December, we will not be ready if we move out in November. It was agreed to move in October.

Mr. DeLuca moved approve an RFP for an Owner's Rep/Project Manager, Mr. Huemer seconded and the motion carried.

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

Nays: None

Ms. Lester would like to speak to Dr. Taylor and the principals of Maplewood Middle School and Columbia High School to discuss having Teen Librarian, Emily Witkowski, working in the school district part-time during construction. Dr. McCaffrey moved to give Ms. Lester the authority to work with the school system about placing the Teen Librarian into the school system during construction. Mr. Huemer seconded and the motion carried.

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

Nays: None

Ms. Lester proposed placing a librarian at the Millburn Library to serve the Maplewood patrons using that facility while we are in our interim location. Mr. Huemer moved to give Ms. Lester the authority to contact the Millburn Library Director to place a librarian in that facility. Mr. DeLuca seconded and the motion carried.

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

Nays: None

C. Update on Adams Bequest

Ms. Lester spoke to Jeanne Adams' son, William Adams, and he loves the idea of a naming opportunity for his mother. She was a teacher in the school district and he thought the children's reading area, which is a \$50,000 naming opportunity, would be terrific. Mr. Adams spoke to Ben Cohen about that. He also said that once the bequest is made, it could be publicized.

8. For Action

A. Resolution to Return \$62,479.25 Building Project Funds Back to the Foundation

The Foundation gave the Library \$100,000.00 before the Town bonded for the construction. \$37,520.75 was used to pay Sage and Coombe. The Town has bonded for the construction so the remaining \$62,479.25 will be returned to the Maplewood Memorial Library Foundation. Mr. Marchman moved to return the \$62,479.25 to the Foundation, Ms. Purdon seconded and the motion carried.

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

Nays: None

B. In-house Posting for Student Pages

Three Pages are needed to replace those who have graduated and will be leaving for college. Dr. McCaffrey moved to post in-house for three Pages, Mr. Huemer seconded and the motion carried.

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

Nays: None

C. Close the Main Library on September 10 for Staff Development and Township Appreciation Picnic

Mr. Huemer moved to close the Main Library on September 10 for staff development and the township appreciation picnic. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

D. Change September Meeting Date to September 22

Mr. Marchman moved to change the September meeting date to September 22. Mr. Huemer seconded and the motion carried.

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

Nays: None

E. Authorization to Pay Bills in August

Mr. Huemer moved to authorize the payment of bills in August, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

10. New Business

There was none.

11. Public Comment/Open Discussion

Mr. Huemer mentioned he is reading, "Libraries Amid Protest" about libraries that came up as part of street movements since Occupy Wall Street. He was please to say that he found it on the shelves of our Library. He commended the staff that orders our books.

12. Adjournment

There being no further business, S. Cuttle moved to adjourn at 8:56 p.m., Ms. Purdon seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary