

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

September 16, 2020

Via Zoom, the September 16, 2020 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 [arrived during meeting], Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Ms. Ezell was absent. Also present: Ms. Lester, Director, and Emily Witkowski of the Library staff.

2. Minutes

Ms. Purdon moved the minutes of the July 15, 2020. S. Cuttle seconded and the motion carried with Mr. Marchman abstaining as he was not present at that meeting.

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

Nays: None

Abstain: Marchman

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester's July/August report was placed on file. She added that this was a summer like no other and commended the staff for thinking creatively and making the best of the situation to role out our services safely. Throughout the process, the public expressed appreciation for the safety precautions that were put into place and for the sense of normalcy of being able to return to the Library. She thanked the Friends of the Library for funding the summer reading program again this year. The overall circulation was almost 70% of what it was in 2019. Our e-resource circulation was 90% of what it was last year. Emily Witkowski added that it was an opportunity to think outside the box and have programs such as behind the scenes at The Able Baker. There were cooking programs for teens that could not be done without a kitchen. Everybody thought creatively. A lot was learned about what works in a virtual format. Patrons that would not be able to come in for a program during the evening were grateful for the virtual programs.

5. Treasurer's Report

To date, \$3,815.61 in COVID-19 related expenses has been reimbursed. S. Cuttle informed all that there are government funds for public service buildings to retrofit the HVAC system. She also asked what the funding from the state might be. The state funding is based on 1/3 of a mil for libraries, and the Township has committed to additional funding. The 2020 budget is stable, but the 2021 budget is uncertain. Mr. Huemer moved to adopt the July and August Treasurers Reports. S. Cuttle seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to August 19, 2020 totaled \$16,543.70, and the claims to September 16, 2020 total \$23,137.57. Dr. McCaffrey moved that the claims be paid. Mr. Huemer seconded and the motion carried.

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

Nays: None

7. For Information

A. Summer Reading Program

The Summer Reading Program was different and interesting this year. Ms. Lester thanked the youth services librarians, teen librarian, and adult program coordinator. Ms. Latimer helped put together the summer reading lists. She and the librarians are dedicated to continuing the energy that was put into this. At the end of September, the schools will support Library Card Month and encourage students to get their library cards and go to the libraries to get physical books. Teachers are also being reminded that although they are not coming into the school buildings, the libraries are open for resources. The schools now have a digital database for online books. There is open communication between the schools and the Library. If the schools move to hybrid attendance in mid-November, we have to think through how that will impact the Library. [Mr. DeLuca arrived.]

B. Ideas Festival

The Ideas Festival starts on September 22. Notifications are going out on social media. The programs are supported by Words Bookstore, the Woman's Club of Maplewood, The Friends of the Library, and the Library Foundation, and the NJ Arts Council.

8. For Discussion

A. Library Construction Bond Grant

There has been no news from the state. The timeline document says the list of awardees will be notified in September. Then the grant has to be executed between November and January. Truth of Funding also within that period and that the funds will be available between November and January. Once the grantees are notified, it moves quickly.

9. For Action

A. Revise Public Service Hours

Starting Monday, October 5th, the hours at the Main Library will be Monday through Friday from 10 a.m. – 6 p.m., Friday from 10 a.m. – 5 p.m., and curbside only service on Saturdays from 10 a.m. – 1 p.m. This will be tested at the Main Library for at least one month before adding any more hours to the Hilton Branch. Mr. Marchman moved, S. Cuttle seconded and the motion carried.

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

Nays: None

B. In-House Posting for 28-Hour Per Week Part-Time Library Assistant Position at the Hilton Branch

Sigfredo Montijo has accepted the full-time Senior Library Assistant position in the Children's Room leaving an opening for a 28 hour per week library assistant at the Hilton Branch. Mr. Huemer moved to post an in-house job opening to fill the position at the Hilton Branch, Ms. Latimer seconded and the motion carried.

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

C. Fines and Fees

Since reopening in July there have been no cash payments partly due to the fact that the bank was not open. The Library will remain fine free for material, but will restore other fees such as notary service and printouts starting October 5th. S. Cuttle moved to restore collecting fees on October 5th, Ms. Purdon seconded and the motion carried.

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

D. 2019 Budget Line Transfers

Dr. McCaffrey moved to accept the 2019 budget line transfers, S. Cuttle seconded and the motion carried.

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

E. 2020 Salary Increase for Non-Contractual Staff

This item was tabled until the October 21, 2020 meeting.

10. New Business

Emily Witkowski is working on setting up a program with Frank Deale, Professor of Law at CUNY Law School, on voting rights and how to participate in the process if you are too young to vote. This program will be collaborated with South Orange Public Library. One of the Children's Room's Pages is on the Columbia High School's Voter Registration Committee. They are happy to help in any way. Emily wants to promote youth voices in this program. It will be held in the afternoon on Friday, October 9th.

Mr. DeLuca stated that the webinar Emily put together with the community and police was excellent.

11. Public Comment/Open Discussion

There was a discussion about adding hours for seniors only.

12. 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, Huemer, Latimer, Marchman, McCaffrey, Purdon, Winston
Nays: None

Respectfully submitted,

Deborah Purdon
Secretary