

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
October 20, 2021**

Via Zoom, the September 22, 2021 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: Mr. DeLuca, Ms. Ezell, Mr. Huemer [arrived during meeting], Dr. McCaffrey, Ms. Purdon, and Ms. Winston. S. Cuttle and Mr. Marchman were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends, and Mary Boykoff of the Library Staff.

2. Minutes

Mr. DeLuca moved the minutes of the September 15, 2021 meeting, Ms. Ezell seconded and the motion carried with Ms. Latimer abstaining as she was not at the meeting.

Ayes: DeLuca, Ezell, McCaffrey, Purdon, Winston

Nays: None

Abstain: Latimer

3. Public Comment

Laura Nial visited 129 Boyden Avenue today with Rae Paltiel and said it looks lovely. It’s small but people will get used to it. It is set up very nicely. She thanked the staff for pitching in and doing their best to get everything organized.

4. Report of the Library Director

Ms. Lester’s September Report was placed on file. She added that September was an incredibly hard month and it is nice to be settled in at 129 Boyden Avenue. Everyone did pitch in. It was an amazing effort that all was accomplished. She introduced Mary Boykoff, one of three children’s librarians at the Hilton Branch along with Amalia Butler and Jane Folger who during the interim period is both the Head of Youth Services and Branch Manager. The library assistants from both the Hilton Branch and Main Library’s children’s room are now at the Hilton Branch. Irene Langlois is now at 129 Boyden. During the interim period, she will be the Head of Community Outreach.

5. Treasurer’s Report

Mr. Huemer moved to adopt the July and August Treasurers Reports, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to August 18, 2021 totaled \$15,760.67. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

The claims to September 22, 2021 totaled \$143,745.03. Included in that amount is reimbursement to the Library Foundation for the building project and \$50,000 towards the capital campaign. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

For Action items were moved up in the agenda.

8. For Action

A. Resolution to Approve Simonik Transportation and Warehousing

Simonik Transportation and Warehousing is in the process of packing up all the books and media to move into storage. Dr. McCaffrey moved the resolution to approve Simonik Transportation and Warehousing as the moving service for the Library. Ms. Ezell seconded and the motion carried.

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

Nays: None

B. Resolution to Approve Owner's Representative/Project Management

An owner's rep/project manager is someone who monitors the construction. If there are issues between the architect and the general contractor or supply chain issues, the owner's rep makes sure they get worked out. There were fifteen proposals to the RFP. The Building Committee read each proposal and met on September 13. The proposals were ranked by the Committee, and Epic Management is the company that is being recommended. The pre-construction phase will cost \$8,200. During this phase, the owner's rep will run the mandatory walk-through with the contractor before they submit their bid, give feedback to the architects, and recommend a contractor. The construction phase will cost \$16,500 per month for approximately 18 months. The owner's rep will be on-site every day and have a back-up team. After construction is done, there is a close out period which includes commissioning and a punch list. That should be about two months at \$16,500 per month. It was narrowed down to three companies and Epic Management was the most qualified. Mr. DeLuca sought recommendations about Epic and they were all positive. The cost of hiring a project manager is in addition to what was originally budgeted for the project.

Dr. McCaffrey moved the resolution to award the contract of owner's rep to Epic Management, Ms. Winston seconded and the motion carried.

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

Nays: None

C. Revise Public Service Hours

Ms. Lester would like approval to change the public service hours retroactively to September 20. The proposed hours are Monday through Thursday from 10:00 a.m. to 8:00 p.m. and Friday and Saturday from 10:00 a.m. to 5:00 p.m. at the Hilton Branch. Starting October 4, 129 Boyden Avenue will have the same hours. Sunday hours will be offered soon. Dr. McCaffrey moved to approve the revised public service hours, Mr. Huemer seconded and the motion carried.

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

Nays: None

## 7. For Information

### C. RFP for Owner's Rep, Asbestos Remediation and General Contractor

The RFP for asbestos remediation is out and a meeting will be held on October 7 at 6:30 p.m. to award that contract. The RFP for owner's rep has been awarded to Epic Management, and the RFP for general contractor will be discussed at a later time.

### D. Building Program and Construction Timeline

The books and media are being moved now. The necessary furniture and fixtures will be moved to the Hilton Branch and 129 Boyden Avenue. If other Township departments need furniture, they may take what is left in the Main Library. Then, furniture that is not connected to walls or the floor will be disposed of. The asbestos remediation contract will be awarded on October 7. The asbestos remediation should take about two months. The slate on the roof may be donated. A lot of furniture was lost in the flood. Servepro removed more than 20 dumpsters of damaged furniture, fixtures and technical equipment. There was 6 feet of water in the basement, and in some places, 8 feet. The Library will pay other libraries for their materials lost in the book drop. Claims for the losses will be submitted to both insurance and FEMA.

### B. Library services at Hilton Branch and 129 Boyden Avenue

Patrons are grateful that the Library is up and running so quickly after the flood and material holds were brought over to Hilton. The collection at Hilton has been transformed to a children's and teen library. There is one bookcase of new adult materials and a collection of cookbooks, travel, and parenting books. Starting October 4, a large collection of new adult materials will be available at 129 Boyden Avenue plus magazines, newspapers, and public computers. The signage is up and people have been coming to the door asking when it will open.

There was a discussion about posting a sign stating, "your tax dollars at work" and showing the money from the grant, the bond, and how much is still needed.

### A. Hurricane Ida and Main Library flood and remediation

At 8:00 p.m., Jennifer Sage and Peter Coombe of Sage and Coombe Architects presented revised plans for the Library renovation. They did a walk through a few days after Hurricane Ida hit. The electrical room will be moved from the basement to part of the workroom on the first floor. The mechanical room will be moved to the attic over the children's room. The mechanicals will have to be redesigned to fit the space. A platform will be engineered to support the weight. With the extra room in the basement, the staff lounge was moved, the CreateSpace will be larger and more study rooms were added. The window openings in the basement will be glass brick. The stairwells from the basement leading outside are eliminated. Exits will be up the stairs to the first floor and out. The night vestibule is gone. The main entrance will be used at night. The archives that were saved will be moved to the local history room. There will be fewer solar panels as the roof over the mechanicals has to be vented. Tougher finishes for the basement will be discussed in the future. A structural engineer will check for any damage to the foundation. Permeable pavers in the parking lot would not help in a storm like Ida. The redesign will delay construction three plus months with February 1, 2022 as the planned date to release the RFP. Mr. DeLuca moved to instruct the architects to move forward with design to move the mechanicals and electric out of the basement, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

Mr. DeLuca gave credit to Township Engineer, Paul Kittner, for stating that the mechanicals and electric cannot be in the basement. The next sequence of events is to have a meeting with the architects and the Township's engineers to make sure all the revised exits work. Then the revised design will be shown to The Friends, Library Board, Foundation, and Township people. Then presented to the public. We have to look at funding opportunities to make more resilient buildings.

9. New Business

Mr. Marchman stressed the importance of informing the public of the delay caused by the flooding.

10. Public Comment/Open Discussion

Ms. Lester thanked the Trustees and Foundation throughout this incredible process. First COVID-19 and now Hurricane Ida. Paul Kittner has been a positive part of this. He is a problem solver and undaunted.

11. Adjournment

There being no further business, Mr. Marchman moved to adjourn at 8:51 p.m., Ms. Winston seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon  
Secretary