

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

January 20, 2021

Via Zoom, the January 20, 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: S. Cuttle [arrived during meeting], Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman [arrived during meeting], Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, Roger Desiderio, Township Attorney, and Robert Nealon of the Library staff.

2. Minutes

Ms. Purdon moved the minutes of the December 16, 2020 meeting. Ms. Ezell seconded and the motion carried.

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

Nays: None

3. Public Comment

Laura Nial wished everyone a Happy New Year and hopes 2021 will be terrific. She added, “By the end of the year, we will be on our way to a new library, and we’ll have a good year ahead of us.”

4. Election of Officers – Resolution to Accept

Dr. McCaffrey presented the slate for 2021 officers:

President – Dr. Katherine McCaffrey

Vice President – Ms. Fan Winston

Secretary – Ms. Deborah Purdon

Treasurer – Mr. David Huemer

Ms. Latimer moved the Slate of Officers as presented, Ms. Ezell seconded and the motion carried.

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

Nays: None

5. Report of the Library Director

Ms. Lester’s December Report was placed on file. She added that the “e” circulation almost doubled in 2020, and the Library moved resources to meet the demand. Ebooks are more expensive than paper books and there is limited use. [Mr. Marchman arrived.] Robert Nealon charted how the circulation of ematerials rose along with the number of COVID-19 cases. Collection development will change this year in anticipation of the Main Library closing. Purchasing will consider the fact that materials will go into boxes at the end of the year. The Library reopened to the public on January 18. The staff was commended for doing this smoothly while keeping themselves and patrons safe. School started this week in a hybrid format. Maplewood Middle has three cohorts: two that go twice a week

and one that goes every day. It is nice to see students going to school and having some sense of normalcy return. The state is collecting pictures and stories of how libraries operated in the pandemic that will benefit the Library locally and for per capita state aid. The Library is participating in a series of Black History Month programming. The first event will be a program on Basquiat on January 28, and there are several virtual programs in the month of February.

6. Report of the Treasurer

Mr. Huemer moved to adopt the December Treasurers Report. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

7. Presentation of Claims

The claims to January 20, 2021 totaled \$73,756.72. Mr. Huemer moved that the claims be paid with the exception of check #1221 for Sage and Coombe pending approval of the contract with them and receipt of an allocation from the Maplewood Memorial Library Foundation. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

8. For Information

A. Maplewood Library Foundation Writing a New Story Campaign

The Foundation mailed out an informational letter in December about the status of the campaign and the plan to raise an additional \$600,000.

B. Maplewood Library Foundation event with John Palfrey on January 27

The Library Foundation is hosting an event with John Palfrey, the President of The MacArthur Foundation, in conversation with Rebecca Blumenstein of The New York Times. They will be discussing libraries and the digital world, libraries and democracy and our place in preserving that.

C. Union Negotiations Update

The Library and Township have compiled and sent their proposals to the Union.

9. For Discussion

A. Design Schedule and Update

The Library Department Heads have met with Sage and Coombe to talk about very basic things such as plumbing and shelving heights. The Building Committee will meet in the beginning of February when the conceptual design phase is completed. On January 25, there will be a charrette on sustainability and LEED certification. The Chair of the Environmental Committee, the Chair of Maplewood's Green Team, the Township's Assistant Administrator, Fred Profeta, Ms. Winston, and Mr. DeLuca will sit down with architects, engineers, lighting designers, environmental engineers and talk through green elements in the building. Robert Nealon and Eric Lozauskas put together an RFP for the technology needs and those have gone to the architect. The architects will work with the Library to hire a technology coordinator for the project. [S. Cuttle arrived.]

10. For Action

A. BCCLS Certification of Agreement for 2021

Mr. Huemer moved that the Trustees acknowledge that the Library is in compliance with the BCCLS bylaws and authorizes the President to certify that. Ms. Purdon seconded and the motion carried.

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

B. Resolution to Accept Filing of Audit Corrective Action Plan for 2019

Mr. Marchman moved to adopt the resolution to accept the filing of the audit corrective action plan for the 2019 audit, Ms. Latimer seconded and the motion carried.

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

C. Approve Contract with Sage and Coombe Architects

The contract with Sage and Coombe Architects includes all the sub-contractors. The Library is responsible for hiring a Clerk of the Works. After a discussion about commission and cash flow, Dr. McCaffrey moved to approve the contract with Sage and Coombe Architects, S. Cuttle seconded and the motion carried.

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

D. Resolution to approve Grant Agreement with the New Jersey State Library/New Jersey Construction Bond Act and designate Sarah Lester, Library Director, as authorized grant signator

A question was raised regarding the possibility that the grant could be cancelled if the state administration changed. Mr. Desiderio commented that he did not think the state could renege on a contract. Mr. Huemer moved the resolution to approve the New Jersey Construction Bond grant agreement with the New Jersey State Library and designate Ms. Lester as authorized grant signator. Dr. McCaffrey seconded and the motion carried.

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

E. Approve contract with Leslie Burger, Library Development Solutions

Dr. McCaffrey moved to approve the contract with Leslie Burger @ \$200 per hour with a cap of \$20,000.00. Ms. Purdon seconded and the motion carried.

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

F. 2021 Holidays

Mr. Huemer moved to accept the 2021 holiday schedule pending the CWA contract and pending the Township's resolution to observe Juneteenth as a holiday on the third Friday of June. Mr. Marchman seconded and the motion carried.

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

G. Director's 2021 Salary

Dr. McCaffrey moved to approve Ms. Lester's 2021 salary at \$130,000 and retroactively increase her 2020 salary when the CWA contract is ratified. Ms. Winston seconded and the motion carried.

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

H. Authorize Ms. Lester to alter Library Services in response to the pandemic

Dr. McCaffrey moved to authorize Ms. Lester to change services at the Library in 2021 in consultation with the Library Board, the Township Health Officer, and the Business Administrator in response to the pandemic. Ms. Purdon seconded and the motion carried.

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

I. Approve to pay Sage and Coombe

As the contract with Sage and Coombe was approved, Mr. Huemer moved to approve payment to Sage and Coombe pending the allocation from the Maplewood Memorial Library Foundation. Dr. McCaffrey seconded and the motion carried.

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

11. New Business

Mr. Desiderio suggested having a closed Zoom channel for closed sessions and Union negotiations.

12. Public Comment

Laura Nial thanked Ms. Lester and Mr. DeLuca for all their hard work and reading through the contract material. She also wished everyone well and safe and urged all to get their vaccines. The Friends operating budget is sustained by the generous gifts of their membership. The Friends have almost reached their goal of \$50,000 to contribute towards the building project. Joanne Beckerich was thanked for including a piece about joining The Friends in the monthly newsletter.

13. Closed Session – Non-Contractual Personnel 2021 Salary

At 8:33 p.m., Mr. Huemer moved to go into closed session to discuss a personnel issue, Dr. McCaffrey seconded and the motion carried.

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

At 8:47 p.m., Mr. Huemer moved to come out of closed session. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

14. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:48 p.m., Mr. Marchman seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary