

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
October 18, 2023**

The October 18, 2023 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: Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman [arrived during meeting], and Dr. McCaffrey. S. Cuttle, Ms. Purdon, and Dr. White were absent. Also present: Laura Nial of the Friends of the Library, Ms. Lester, Director, and Robert Nealon of the Library staff.

2. Approval of Minutes

Mr. Huemer moved the minutes of the September 13, 2023 meeting, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, McCaffrey

Nays: None

3. Public Comment

Laura Nial reminded all that the Friends will be collecting books on Saturday, October 21 from 10 am-2 pm, and the Book Sale will be on Friday, October 27 and Saturday, October 28 from 10 am to 2 pm.

4. Report of the Library Director

Ms. Lester’s September report was placed on file. It has been two years since the Adult Services has been located at 129 Boyden Avenue. She thanked the staff for their flexibility and noted the Library is serving different people at this location. Linda China, Library Assistant since 2015, is resigning effective November 9. Ina Rimpau, Senior Library since 2011, is resigning effective May 31, 2024. It is a big loss losing them both. Ina’s language ability has been a huge benefit to us. The South Orange Public Library will be on board at BCCLS on November 29. Robert Nealon spoke about Communico, a software product where you can reserve a meeting room and it’s added to your calendar and is shown on the digital display outside the room. It could be set up to unlock the meeting room door at the proper time. There will be ten quiet rooms, the community room, the children’s program room, and the create space to reserve.

5. Treasurer’s Report

Mr. Huemer moved to adopt the September Treasurer’s Report, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, McCaffrey

Nays: None

6. Claims

The claims to October 18, 2023 totaled \$61,989.12. Mr. Huemer moved that the claims be paid, Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, McCaffrey

Nays: None

The building project claims to October 18, 2023 totaled \$25,702.00. Mr. Huemer moved that the claims be paid, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, McCaffrey

Nays: None

7. For Information

A. Construction Update and Time Capsule

The time capsule is very small and suggestions of its contents has gone out to the public. The rafters are up and then the plywood and roof will go on. The masons are putting the bricks up. The heating, air conditioning and ventilation systems have been coming in. The scheduling was discussed at a meeting earlier in the day proposing the beginning of August as the completion date. A completion date is needed to accept the furniture or it will have to be stored. The architects and construction manager are looking over the schedule to see if there is any way to speed it up. The building will be temporarily sealed to protect it from the elements and the cold so work can progress inside. The Foundation's brick campaign was a success. 750+ bricks were bought. The Foundation has raised \$1,900,000 minus their expenses. They will be sending out a fundraising letter in the beginning of December. [Mr. Marchman arrived.] The donation plaque is being worked on and will list donors of \$5,000 and up alphabetically.

B. Banned Books Week and Sanctuary for Reading

Ms. Lester thanked Mr. DeLuca for bringing the book sanctuary to the Library's attention and for writing the [resolution](#) that was passed by the Township Committee. Maplewood was the second library to become a book sanctuary. There are now six library book sanctuaries including Hoboken, Westfield, Millburn, Jersey City, and Garfield. Banned Books Week was at the beginning of October. There was a [program](#) at the South Orange Public Library with Marietta Zacker and Alison Macrina and a Banned Books Read Aloud at the Hilton Branch.

8. For Discussion

A. 2024 Budget Preparation and Capital Requests

The 2024 budget requests have to be submitted to the Township by mid-November. The current CWA Contract ends December 31, 2023 so salary increases are unknown. In addition, there will be a need for additional staffing starting in September 2024 when the new Library opens. Building Capital requests for the Hilton roof and Hilton boiler will be included. \$95,000 was allocated for technology for the new Library, but more than \$200,000 is needed.

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

Nays: None

9. For Action

A. Accept 2022 Audit

Donations have been directed towards the Foundation, thereby decreasing the amount from 2021 to 2022. Mr. Huemer moved to accept the 2022 Audit, Ms. Latimer seconded and the motion carried. The roll was called.

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

Nays: None

B. Approval of Contractor's 13th Application for Payment

Construction is now 36% complete. Mr. Huemer moved to approve the contractor's 13<sup>th</sup> application for payment, Ms. Ezell seconded and the motion carried. The roll was called.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

C. Resolution Approving Additional Fees for McCoy and Simon

Mr. Huemer moved the resolution approving additional fees for McCoy and Simon, Mr. Marchman seconded and the motion carried. The roll was called.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

D. Resolution Authorizing Pal-Pro to Contract for Removal of an Underground Storage Tank and Contaminated Soil

Pal-Pro will subcontract for this. Mr. Huemer moved the resolution, Dr. McCaffrey seconded and the motion carried. The roll was called.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

E. Resolution Authorizing Change Orders Numbers 12, 13, 14, 15, & 16 for the Construction Contract for the Maplewood Memorial Library

Dr. McCaffrey moved the resolution, Ms. Ezell seconded and the motion carried. The roll was called.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

F. 2024 Holiday Schedule

The 2024 holiday schedule was adopted with Juneteenth being observed the same day the Township observes it. Mr. DeLuca moved the 2024 holiday schedule, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

G. Move \$5,000 from Professional Fees to Cover Vacation/Sick Liability

This was recommended in the 2021 audit. Mr. Huemer moved to move \$5,000 from professional fees to cover the vacation/sick liability, Ms. Latimer seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

H. Internal Posting for a 19 Hour Library Assistant

Mr. Marchman moved to post internally for a 19 hour Library Assistant, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey  
Nays: None

10. New Business

The Director's annual review is due. Ms. Lester will prepare her accomplishments and goals by the beginning of November. Ms. Latimer expressed how engaged Ayoola White is at both the high school and middle school. There was a discussion about the South Orange Library closing for renovations and the possibility of having some of their staff work at our Library.

11. Public Comment/Open Discussion

Laura Nial is looking forward to touring the construction site.

12. Adjournment

There being no further business, Ms. Latimer moved to adjourn at 8:29 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle  
Secretary