

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
October 19, 2022**

The October 19, 2022 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], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, and Ms. Purdon. S. Cuttle was absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Jenny Zbrizher of the Library Staff.

2. Approval of Minutes

Mr. DeLuca moved the minutes of the September 21, 2022 meeting, Dr. McCaffrey seconded and the motion carried with Ms. Latimer and Mr. Marchman abstaining, as they had not been present at that meeting.

Ayes: DeLuca, Ezell, McCaffrey, Purdon

Nays: None

Abstain: Latimer, Marchman

3. Public Comment

Laura Nial commended everyone involved in the Groundbreaking Ceremony. She added that it was very festive and Mr. DeLuca did a great job as the Master of Ceremonies. The contents of the time capsule that was opened will be on display at the Hilton Branch by November.

4. Report of the Library Director

Ms. Lester’s September report was placed on file. She added that the new Children’s Librarian, Natasha Osborne-Boothe has been here for about one month. Christine Dall accepted the full-time Library Assistant position in Adult Services. The 1/3 mil for Maplewood for 2023 is \$1,6062,79 which is up 9% from 2022. The Library now has an easy to use BCCLS app. 20,561 Maplewood library cardholders are registered with 137 new cards issued in September. The WiFi usage at the gazebo is very high. At Hilton, there were 662 clients, at the gazebo, there were 400, and at 129 Boyden, there were 795 clients accessing the internet in September. There was a discussion about the trucks idling at the 7 Eleven and the fumes coming into the Hilton Branch when the windows are open. Ms. Lester was told to report this to the police. Having so many staff leave this year, a program to protect passwords is in the works. Ms. Lester introduced Jenny Zbrizher, Senior Librarian at 129 Boyden Avenue. Along with day-to-day reference, Jenny is responsible for the new book carousel on the website and reader’s advisory.

5. Treasurer’s Report

Tabled until Mr. Huemer arrived.

6. Presentation of Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Construction Update and Groundbreaking Ceremony

The decision to move the ceremony indoors was a good one considering the weather. Ms. Lester thanked Mr. DeLuca, the staff, and everyone in the Town Hall and DPW for helping. It was the first public event at Town Hall in over two years. Dr. McCaffrey thanked S. Cuttle for arranging to have the MMS Select Choir perform.

51 Baker Street is being deconstructed right now. Approval for the braces is pending so the trusses can come down. A union is not happy with Pal-Pro Contractors and has allegations against the contractor's hiring practices. Mr. DeLuca made a statement to the Township Committee that can be found [here](#). This is a public prevailing wage job, which means the rate is determined by the New Jersey Commission on Labor. All the contractors and sub-contractors are being paid prevailing wage. It does not mean you are required to use union workers. Mr. DeLuca met with the contractor and construction manager and the contractor made it clear that he bid on the project as prevailing wage and will not be forced to use union workers. The contractor was scheduled to meet with the union this afternoon. Meanwhile there is a giant rat outside 51 Baker Street, but the union is not seeking to induce any person to cease work or refuse to make deliveries. They do not have a basis to put a picket line up because all the rules were followed. The state was at the site today and affirmed that. Mr. DeLuca confirmed with the Dept. of Labor that there is an open investigation. The Dept. of Labor did uphold that our construction manager is eligible to work on any construction budget in the state of NJ and that the open investigation does not concern the Library. The A/V package will go out to bid in the beginning of November to be awarded by the end of December and installed by December 2023. The furniture package is also being finalized. That will go out to bid by the end of the year because the lead times on furniture is delayed. The Certificate of Occupancy will come in February according to the schedule. Installations can start in a little over a year. [Mr. Huemer arrived.]

Mr. DeLuca moved to authorize Ms. Lester to go out for the audio/visual bids. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

B. Nikole-Hannah Jones Event Feedback

With over 800 people attending, this was the largest Library event. Ms. Lester thanked all the staff that helped. Irene Langlois wrote the grant with Amanda Eigen's and Ilena Silverman's help. Chief DeVaul made sure there was security. Having good communication with CHS and MMS ensured families and people of all ages and backgrounds attended. We worked with the MAC Scholars. The coordinator of the MAC Scholars wants to collaborate with us to bring Nikki Giovani here.

C. Diversity Equity and Inclusion Fund

Mr. Marchman and his wife, Fay, started a Diversity Equity and Inclusion Fund by donating \$5,000 to the Foundation with the hope that others will contribute. He stated that when it comes to fundraising and effort, sometimes there is not a focus on people of color. He feels it is important for people who look like themselves to step up and say this is important to us and we want to be part of that. The community should know what a valuable resource the library is. If you want to be in the game, you can't be all talk and not participate. Participate means contributing as well. The programs that we offer cost money; and if you want more of these programs, you have to contribute to the effort.

5. Treasurer's Report

Mr. Huemer moved to adopt the September Treasurers Report, Mr. Marchman seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The regular claims to October 19, 2022 totaled \$36,521.82. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

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

Nays: None

The building project claims to October 19, 2022 totaled \$24,032.63. Mr. Huemer moved that the claims be paid, Mr. DeLuca seconded and the motion carried.

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

Nays: None

8. For Discussion

A. 2023 Budget Preparation and Capital Requests

The Township has a new interim Administrator who sent out an email last week about starting the budget process. He recognizes the fact that some of our employees are not paid at a competitive rate. Within the Library, we are looking to make sure we are competitive. More people have left this year since Ms. Lester started in 2012 than any other year. We want to make sure we are paying at the NJLA recommended rate. Some of the hourly employees are under that rate. We're under contract until next year. We're about to see a 20% increase on our health insurance. The 2023 budget will be tight, but Ms. Lester wants to prepare the Township for 2024 when the Main Library reopens. The staff has shrunk, but we will be reopening with a full complement of staff and in some cases, more staff in some areas, particularly custodians. We have to think how to budget for 2023 and 2024, and the 1/3 mil is up 9% from 2022. The gap of what the Town gives us and what they are required to give is smaller. The union contract will expire December 31, 2023 and the hope is to start negotiations in a timely manner. The new roof for the Hilton Branch could go out to bid in November 2022.

9. For Action

A. Accept 2021 Audit

Mr. Huemer moved to accept the 2021 audit, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

The Library Trustees have 60 days from the date they accept the 2021 audit to file the corrective action letter with an implementation date of December 31, 2022. The 2021 audit and corrective action letter have to be submitted to the State as a condition of the building grant by October 31, 2022. The one recommendation on the audit is that all Library funds be deposited in financial institutions, which are insured by the FDIC, in accordance with the provisions of N.J.S.A. 40A:5-15.1. Mr. Huemer moved to close the Library's accounts that are not insured by the FDIC and open an account in compliance with N.J.S.A. 40A:5-15.1. The corrective action letter will be filed stating this. Mr. DeLuca seconded and the motion carried.

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

Nays: None

Mr. DeLuca moved to direct Ms. Lester to move \$5,000 from Professional Fees into a new budget line item to cover the liability of vacation and sick time payable to library employees at retirement. Ms. Purdon seconded and the motion carried.

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

B. Internal posting for part-time library assistant: 28 hours per week

Mr. DeLuca moved to post internally for a part-time, 28 hour per week library assistant. Ms. Latimer seconded and the motion carried.

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

C. Internal posting for part-time library assistant: 23 hours per week

Mr. DeLuca moved to post internally for a part-time, 23 hour per week library assistant. Dr. McCaffrey seconded and the motion carried.

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

D. 2023 Holiday Schedule

Dr. McCaffrey moved to accept the 2023 holiday schedule as presented, Mr. Marchman seconded and the motion carried.

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

E. Approval of Contractor's Application for Payment

The application for payment has to be approved by the Library Board. Ms. Lester then signs it, and it goes to the Township for a purchase order. After the purchase order is signed, it goes on the bill list that is approved by the Township Committee. Mr. Huemer moved to approve the contractor's application for payment, Ms. Ezell seconded and the motion carried.

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

10. New Business

There was a brief discussion about the vacancy on the Library Board. Mr. DeLuca suggested that as a best practice when voting by email, a reply should be sent to Ms. Lester only and not to "reply all."

The installation of the time-lapse camera at 51 Baker Street has become too complicated and expensive. Our construction manager is asking the vendor for the money back. A local photographer will be contacted to take a picture of the progress every week.

Ms. Lester read a message from S. Cuttle: "For the record, I want to make sure folks know October is bullying awareness month and how libraries help combat bullying, harassment, intimidation,

and hate speech with inclusive books and materials and their importance. The Trevor Project and National Youth LGBT Suicide Prevention Organization highlighted that this month. Thank you.”

11. Public Comment/Open Discussion

There was none.

12. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:33 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary