

**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 that 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 stated that it is set up nicely. It is small but people will get used to it. 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. She introduced Mary Boykoff, one of three children's librarians at the Hilton Branch. Amalia Butler and Jane Folger are also at the Hilton Branch. Jane is both the Head of Youth Services and Branch Manager during the interim period. The library assistants from both the Hilton Branch and Main Library's children's room are now all at the Hilton Branch. Irene Langlois is at 129 Boyden during the interim period and will be the Head of Community Outreach. Library Administration and Adult Services are now at 129 Boyden Avenue. [Mr. Huemer arrived.]

At the September 10 Township Appreciation Picnic, longevity awards were given out to Marissa Bernet-5 years, Ina Rimpau-10 years, Susan Kitzen-10 years, Irene Langlois-15 years, and Jim Francoeur-15 years. Ms. Lester expressed appreciation for Jerry Giaimis and Liz Fritzen for organizing the picnic. Ruby Constantino is a new library assistant at the Hilton Branch. Ruby just graduated from William Patterson cum laude and is planning to pursue her Masters in Library Science.

The Township has a new vaccine mandate. The Library has a 93.94% vaccination rate, which is higher than the other municipal departments and the town itself. There are 33 employees vaccinated and 2 that are showing weekly test results. As of November 1, unvaccinated employees will have to file an exemption/accommodation request with the Township.

The Library was awarded a \$20,000 emergency grant from the New Jersey State Library. This will be used to purchase technology lost from Hurricane Ida. A few days after the flood, the tally of materials, fixtures, and technology lost was also submitted to the insurance company through the Township.

Ms. Latimer stated that the school district is thrilled that Emily Witkowski has partnered with them. Emily is spending two days a week at Maplewood Middle School and two days a week at Columbia H.S. The feedback from the district administration is that Emily is amazing.

5. Treasurer's Report

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

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

Nays: None

6. Presentation of Claims

The claims to October 20, 2021 totaled \$28,726.71. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

The building project claims to October 20, 2021 totaled \$130,423.37. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

7. For Information

A. Staff Longevity Awards

This item was covered in the Report of the Director.

B. Telling the Library Story – Library Foundation Media Outreach

The story of what happened to the Library during Hurricane Ida is potentially a timeless story. It has a variety of different angles to it, climate change, community adaptation, etc. The Foundation's new Board member, Jonathan Brudner, has a media connection. The story was pitched to a list of media contacts yesterday. The responses, if anybody is interested, will reach out to the Foundation. The goal is to tell a story about how changes had to be made to the plans days before the construction project start date in response to climate change. It shows what communities are up against and how to address this creatively. It is not just about technology. It is about being able to see the space differently and come up with new solutions. The story could be added to the Foundation's November town-wide mailing and put the Library back on everyone's radar.

Mr. DeLuca added that October 29 would be the 9th anniversary of Super Storm Sandy. The community relied upon the Library during Sandy and now the Library needs to rely upon the community after Hurricane Ida.

8. For Discussion

A. 2022 Budget Preparation and Capital Requests

Usually by this time of year, the Township is asking for each department's budget requests; but that has not happened yet. Ms. Lester, Dr. McCaffrey, and Mr. Huemer will meet to discuss the 2022 budget.

B. Onboarding Procedures for New Salaried Library Employees

Ms. Lester requested the Library follow the same procedures as the Township when bringing in a new full-time or part-time salaried employee. This would include background checks, fingerprinting, and drug and alcohol testing. Mr. DeLuca moved to follow the same onboarding procedures as the Township, Mr. Huemer seconded and the motion carried.

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

Nays: None

C. Building Program and Construction Timeline

This will be discussed in the next item.

9. For Action

A. Resolution to Amend Contract with Sage and Coombe

Sage and Coombe sent a proposal for an additional service fee for the reconfiguration of the renovation to limit damage to the library caused by future catastrophic storm events, particularly focused on flooding. Included in that fee would be the landscape architect, sound, and lighting engineers. Because the changes are so significant, everyone has to get back in to look at the new plan. The redesign will add another three months to the project. Construction probably will not start until April 2022. At the same time, the asbestos remediation is out to bid. Mr. DeLuca moved the resolution to amend the contract with Sage and Coombe Architects LLP in the amount not in excess of \$306,220.00 for additional architectural and engineering services, Ms. Purdon seconded and the motion carried.

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

Nays: None

B. 2022 Holiday Schedule

Dr. McCaffrey moved to approve the 2022 holiday schedule, Ms. Winston seconded and the motion carried.

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

Nays: None

10. New Business

Over 200 people attended the program at the Hilton Branch today with Rockness Music. On Saturday, October 23 at 2 p.m., there will be a "Welcome to 129 Boyden" event with refreshments and music by Los Traficantes del Amor.

11. Public Comment/Open Discussion

Laura Nial stated that the silver lining to the flooding from Hurricane Ida is that the construction had not yet started, and the architects and engineers can work on resolving the problem before construction begins. She is grateful that it happened now and not later. She also thanked everyone involved for their hard work.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:11 p.m., Ms. Purdon seconded and the motion carried.

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

Respectfully submitted,

Deborah Purdon
Secretary