

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

October 21, 2020

Via Zoom, the October 21, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 5:31 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, Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ms. Lester, Director, and Joanne Beckerich and Emily Witkowski of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the September 16, 2020 meeting. Ms. Purdon seconded and the motion carried.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester’s September report was placed on file. Ms. Lester referred the outstanding work of the staff outlined in the departmental reports.

5. Treasurer’s Report

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

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

Nays: None

6. Presentation of Claims

The claims to October 21, 2020 totaled \$35,514.33. Mr. DeLuca moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

Nays: None

7. For Information

A. Staff Longevity Awards

Ms. Lester recognized the staff receiving 2020 longevity awards including Kathy Goldfine (20 years), Joanne Beckerich (15 years), Marissa Barnet and Helber Perez (10 years) and Shannon Bryan and Linda Chin (5 years).

B. Health and Safety Updates

Ms. McCaffrey attended the New Jersey Library Association Trustee Institute session on customer service and staff safety during COVID. Ms. Lester noted that the public has been compliant and has been following procedures.

C. Library Construction Bond Grant

There is still no news on the Library Construction Bond Grant announcements.

D. Ideas Festival

The 2020 Ideas Festival has been a big success. Over 100 people are registered to attend the event with Nancy Solomon and Andrea Bernstein at 7:30 p.m. this evening.

8. For Discussion

A. 2021 Budget Preparation and Capital Requests

Ms. Lester will meet with Mr. DeLuca, Ms. McCaffrey and David Huemer to discuss the 2021 Budget. The Library Budget meeting is scheduled for December 11, 2020.

B. CWA Contract Negotiations

Township Business Administrator, Sonia Viveiros, will be leaving her position at the end of November. Ms. Viveiros stated that she will finalize the union contract before she leaves.

9. For Action

A. Revise Public Service Hours at Hilton Branch Library

Starting Saturday, November 7, 2020, the Hilton Branch Library Saturday hours will be restored with in-person access and curbside service from 10 a.m. – 1 p.m. S. Cuttle moved, Ms. Purdon seconded and the motion carried.

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

B. Library Book Bicycle

Staff are investigating the purchase of a library book bicycle in memory of Danny Ives. Kim Hammer and Donna Ferrer of Fringe Salon have offered to serve as sponsors. Dr. McCaffrey also suggested reaching out to the Library Foundation and researching eBicycles. Ms. Lester will contact Glenn Michalowski regarding insurance.

C. In-house posting for hourly paraprofessional/information desk staff

Christine Dall has accepted the 28 hour per week library assistant at the Hilton Branch leaving an opening for an hourly paraprofessional at the Main Library. Mr. Huemer moved to post an in-house job opening to fill the position for hourly paraprofessional, Mr. Marchman seconded and the motion carried.

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

D. 2020 Salary Increase for Non-Contractual Staff

Mr. DeLuca moved to go into closed session at 6:28 p.m. and Mr. Huemer seconded. At 6:35 p.m. the Library Board came back into public session. Non-contractual staff will receive 2020 salary increases at the same time as union staff.

10. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 6:40 p.m., Ms. Winston seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary