

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
November 15, 2023**

The November 15, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Treasurer Huemer at 7:30 p.m. via Zoom. He 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, Ms. Ezell, Mr. Huemer, Ms. Latimer, and Ms. Purdon. Mr. DeLuca, Mr. Marchman, and Dr. McCaffrey were absent. Also present: Laura Nial of the Friends of the Library, Ms. Lester, Director, and Jenny Zbrizher of the Library staff.

2. Approval of Minutes

Ms. Ezell moved the minutes of the October 18, 2023 meeting, Ms. Latimer seconded and the motion carried with S. Cuttle and Ms. Purdon abstaining as they had not been at that meeting.

Ayes: Ezell, Huemer, Latimer

Nays: None

Abstain: Cuttle, Purdon

3. Public Comment

Laura Nial stated that the Friends’ book sale was a success. She expressed gratitude for Mr. DeLuca’s help in organizing DPW and the Recreation Dept. for the delivery and removal of the tables and barriers that were needed. Another book sale will be held at 129 Boyden Ave. in the spring and then back at 51 Baker Street.

4. Report of the Library Director

Ms. Lester’s October report was placed on file. She thanked the Friends for the book sale. It brings new people into the Library. Union rep, Jenny Zbrizher was complimented for her adult book ordering selections. Electronic material usage within BCCLS has gone way up. There is a 20% increase in eAudiobook usage and a 7% increase in eBooks. These materials are very expensive and can cost \$100. The budget is tight this year from ordering more eAudiobooks and eBooks to meet our patrons’ needs.

The Hilton Branch boiler has been out of service since October 18. Repairs are currently underway. The staff was able to work under imperfect conditions, but with it getting colder, the Union Contract guidelines are if the inside temperature is below 60°, the staff cannot work in the building. The Hilton Branch has been closed since November 13. A boiler specialist is being brought in on November 19 to try to get it running. The bid for Hilton’s flat roof replacement went out today. It has not been an optimal experience at Hilton this past month.

BCCLS has held sessions on AI and how libraries can use it. Some libraries are already using AI for public relations, job descriptions, and to help with performance evaluations. There will be more workshops in the future.

5. Treasurer’s Report

S. Cuttle asked for a clarification of the monthly Zoom fee. The monthly Zoom fee is for VoIP telephone service. Ms. Ezell moved to adopt the October Treasurer’s Report, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

6. Claims

The claims to November 15, 2023 totaled \$35,574.95. S. Cuttle moved that the claims be paid, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

The building project claims to November 15, 2023 totaled \$30,301.00. Ms. Purdon moved that the claims be paid, Ms. Ezell seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

7. For Information

A. Construction Update

Construction is on schedule to complete the first week of August. The staff toured the site. Jenny Zbrizher stated that the building is incredible, and the view from the second floor in all directions is wonderful. Additional tours for the Building Committee, the Foundation, the Trustees, and the staff will be conducted in a few months.

B. Capital Campaign Update

An appeal letter from the Foundation will be mailed out soon. They have raised \$1.9 million so far and want to reach their initial goal of \$2,000,000. Meetings about the signage for the new building have taken place. There was a discussion about the heading over the plaque listing the donors of \$5,000 or more. Signage standardization as far as length and wording is being finalized. Ben Cohen, Foundation President, has asked if the Trustees would approve naming the Director's Office for a \$20,000 donation. It is currently set as a \$25,000 naming opportunity. Other naming opportunities were lowered for other rooms. S. Cuttle moved to table this discussion until the December meeting, Mr. Huemer seconded. The roll was called.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

C. 2023 Budget Line Transfer

At the end of the year, there is an opportunity to move funds from one line to another. A request to move \$63,000 (\$10,000 from Union salaries, \$50,000 from hourly salaries, and \$3,000 from Page salaries) to Library Direct Expenses will be submitted. This is needed for the Library's materials budget, the monthly fee for the materials in storage, and the monthly fee for the Durand painting storage.

D. 2024 Budget

The 2024 budget documents have to be submitted to the Township by November 16. A request to increase the Library Direct Expenses to \$269,600 in 2024 is needed to cover the \$45,000 for software for the new building. The estimated \$200,000 cost for new technology hardware is being requested as part of the capital budget. The 2024 salaries are uncertain because the CWA contract ends on December 31, 2023, and a new one has not yet been negotiated. A 3.5% increase has been requested for budgetary purposes. Replacing the slate roof on the Hilton Branch should go under the Engineering budget as well as the repair costs for the internal damage caused by the leaking roof.

8. For Discussion

A. Homebound Services Policy Review

A few small changes were made to this policy. Posting the policies in multiple languages will be added to the agenda of the December 20, 2023 meeting. Ms. Ezell moved to adopt the Homebound Services Policy, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

B. Exhibit Policy Review

Slight revisions were made to this policy. Anyone can apply to use the exhibit space, but the Library Board reserves the right to refuse an exhibit. Ms. Ezell moved to approve the Exhibit Policy, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

9. For Action

A. Approval of Contractor's 14th Application for Payment

Ms. Purdon moved to approve the contractor's 14th application for payment, Ms. Latimer seconded. The roll was called.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

B. Pal-Pro Builders Request for Advancement

Two suppliers are asking for down payments. One is for \$30,000 for the wood floors and the second is for \$200,000 for the internal glass partitions for the meeting rooms. The construction contract states that the Library shall not approve advance payments requested by subcontractors. These items need to be ordered in a timely manner so the schedule is not delayed. As long as it could be done administratively and legally by the Town, a one-time waiver by the Trustees is being requested so the glazing and the wood floors can be ordered. Ms. Purdon moved to approve the advancement to Pal-Pro Builders for down payments of the wood flooring and glazing, Ms. Ezell seconded. The roll was called.

Ayes: Ezell, Huemer, Latimer, Purdon

Nays: Cuttle

C. Resolution to Accept Filing of Audit Corrective Action Plan for 2022

The Resolution to Accept Filing of the Audit Corrective Action Plan for 2022 was approved by Mr. Huemer, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

10. New Business

Ms. Lester asked Laura Nial if the Friends would be willing to fund a holiday celebration for the staff. In the past years, the Friends have hosted a luncheon for the staff. This was a tough year for the staff especially with building issues and tight spaces. Laura and The Friends agreed to this funding. Ms. Lester would like permission to close the Library at 5:00 p.m. one evening in December so the staff can go to a local restaurant to celebrate the end of the year. The perspective date is Monday, December 18. Ms. Latimer moved to approve to close at 5:00 p.m. on an evening in December so the staff may celebrate each other's company, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

11. Public Comment/Open Discussion

S. Cuttle shared that this is transgender awareness week. The Transgender Day of Remembrance Vigil is on November 20. They also praised the work the librarians have done to make sure LGBTQ+ books are part of the collection. Mr. Huemer stated, “That during this Thanksgiving season how incredibly thankful I am to be part of this group. Within a year’s time, we will have a visual demonstration on what our community values. It is going to be a beautiful thing. The five of us who are here tonight along with Laura and the staff members are all doing our part to get this building going, and I am so grateful. I found the tour inspiring. I want to thank all of you and hope you enjoy yourself next week.”

12. Adjournment

There being no further business, Ms. Purdon moved to adjourn at 8:40 p.m., S. Cuttler seconded and the motion carried.

Ayes: Cuttle, Ezell, Huemer, Latimer, Purdon

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary