

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
November 16, 2022**

The November 16, 2022 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Marchman at 7:35 p.m. 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, Mr. Huemer, Ms. Latimer, Mr. Marchman, and Dr. White. Mr. DeLuca, Ms. Ezell, Dr. McCaffrey and Ms. Purdon were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Jennifer Jacoppo of the Library Staff.

2. Approval of Minutes

Mr. Huemer moved the minutes of the October 19, 2022 meeting, Ms. Latimer seconded and the motion carried with S. Cuttle and Dr. White abstaining, as they had not been present at that meeting.

Ayes: Huemer, Latimer, Marchman

Nays: None

Abstain: Cuttle, White

3. Public Comment

Laura Nial stated that The Friends would start their membership campaign for 2023. She also wished everyone a Happy Thanksgiving.

At this time, Mr. Marchman welcomed and swore in Dr. White to the Library Board.

4. Report of the Library Director

Ms. Lester’s October report was placed on file. She introduced Jennifer Jacoppo, Children’s Librarian at the Hilton Branch. She thanked the staff for doing a wonderful job of bringing people back into the buildings. This has been the first time the statistics compare like to like. It has been over a year since the Main Library was closed. Our electronic resources usage continues to rise, which are more expensive than print resources. Across BCCLS-wide, children’s circulation has come back, but adult circulation has not come back to where it was pre-pandemic. Ms. Lester thanked the Friends for donating \$50,000 at the groundbreaking ceremony towards the building campaign and for their long-standing ongoing support for the Library. The Foundation will be sending out a town-wide mailing very soon that includes two initiatives. One is the Fay P. and Robert A. Marchman Diversity\_Equity and Inclusion Fund and the other is the sustainability challenge match. The new library is on target to be a LEED gold building using no fossil fuels. The Foundation has raised \$1.6 million and is trying to raise another \$400,000 to meet their goal.

Ms. Latimer stated that the collaboration between the public library and the school library is unbelievable. With Emily Witkowski’s help, a writing contest at MMS has gotten both teachers and students excited. Emily is dynamic.

Ms. Lester added that we are all devastated by the loss of Chief DeVaul. The police are our partners in making sure everyone is welcome to the Library and keeping a safe environment for our staff. Chief Sally was appointed on November 15, and we look forward to working with him.

5. Treasurer’s Report

Mr. Huemer moved to adopt the October Treasurers Report, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

6. Presentation of Claims

The claims to November 16, 2022 totaled \$58,045.71. Mr. Huemer moved that the claims be paid. S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

The building project claims to November 16, 2022 totaled \$22,070.26. Mr. Huemer moved that the claims be paid, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

7. For Information

A. Construction Update

On October 24, additional asbestos was discovered in the waterproofing of the concrete slab in the basement. All work has stopped. This will delay the schedule, but it is concurrent with the 90-day steel delays. The slab has to come out by the asbestos subcontractor. The union is there every morning. Their complaint is with the contractor. This is a prevailing wage job. It was bid as a prevailing wage job. The contractor came in with that assumption, and we were required to take the lowest responsible bidder, which was Pal-Pro. Background checks showed they were eligible to work in New Jersey on public projects.

B. 2023 Budget Preparation

The Library's 2023 Budget meeting with Ms. Lester, the Township CFO, and the interim Township Administrator was on November 14. It is a tight budget and this is the 4<sup>th</sup> year of the Union contract. The contracted raise for 2023 is 2.25%. There will be more meetings in December. The FEMA reimbursement to the township for the library damage and mitigation measures will be \$1,562,057.72. Over \$1 million is for the building damage, \$112,268 for the basement contents that were destroyed and \$913,073 for mitigation measures taken towards future flood damage. This was a big task for Mr. DeLuca and the engineers.

C. Bloomberg American Health Summit video shoot with Emily Witkowski

Teen Librarian, Emily Witkowski, received a Bloomberg scholarship and a Master in Public Health at Johns Hopkins. She completed that in December 2021. Bloomberg is bringing back their in-person summits this year, and they came and did a video shoot of Emily to present at the conference.

8. For Discussion

There were no items for discussion.

9. For Action

A. Approval of Contractor's 2<sup>nd</sup> Application for Payment

Mr. Huemer moved to approve the application for payment, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

B. Resolution to Award Contract for Professional Environmental Services for Asbestos Abatement Oversight and Air Sampling at Maplewood Memorial Library

Mr. Huemer moved to award the contract to Matrix New World Engineering for professional asbestos abatement oversight and air sampling services not to exceed \$38,000, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

C. Resolution Authorizing Library Director to Proceed with Change Order for Pal-Pro Builders for Asbestos Abatement at the Maplewood Memorial Library

Mr. Huemer moved to authorize Ms. Lester to proceed with the change order using Lilich Corporation for asbestos abatement services not to exceed \$349,340 to be completed within 30 days.

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

10. New Business

S. Cuttle thanked everyone for a successful groundbreaking ceremony and acknowledged the MMS choir, which created an intergenerational connection. They also stated that there are other libraries suffering across the country. A West Michigan library was defunded because they would not censor books and now may have to close. Our library proudly stands for the freedom of speech, is inclusive, and has created welcoming spaces. The Library Board thanked S. Cuttle for inviting the MMS choir to the event.

11. Public Comment/Open Discussion

There was a discussion about how hard Mr. DeLuca worked on the FEMA claim.

12. Adjournment

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

Ayes: Cuttle, Huemer, Latimer, Marchman, White

Nays: None

Respectfully submitted,

Shannon Cuttle  
Secretary