

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

November 18, 2020

Via Zoom, the November 18, 2020 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:32 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, Rae Paltiel of the Friends of the Library, and Robert Nealon and Jenny Zbrizher of the Library staff.

2. Minutes

Mr. DeLuca moved the minutes of the October 21, 2020 meeting. Mr. Marchman 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 October report was placed on file. She added that October was a great month with the Ideas Festival and the staff stepping up to provide great service while maintaining health and safety protocols. Virtual ESOL classes will start in January 2021. Three Senior Library Assistants announced their retirements. Joani Ascher in the Children’s Room will retire at the end of November 2020, Karen Paradiso will retire at the end of March 2021, and Heidi Wolfley will retire at the beginning of April 2021. All three have worked at the Library for a long time and have a lot of institutional knowledge. They are highly skilled and do a lot for the organization.

Ms. Latimer stated that the school district is continuing to push public library services, as the school district is not able to circulate books.

5. Treasurer’s Report

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

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

Nays: None

6. Presentation of Claims

The claims to November 18, 2020 totaled \$18,258.30. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

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

Nays: None

7. For Information

A. Health and Safety Updates

The top concern is to keep the staff safe and provide a safe experience for patrons. The Library opened in phases; and, if needed, the Library will roll back a phase and return to curbside only with virtual services still in place. Ms. Lester will assess the situation on a daily basis. Surrounding libraries have gone back to curbside service only and some have closed. Candice Davenport joined the staff meeting last week, and the staff was able to ask questions. Current patron limits are 25 at the Main Library and 8 at the Hilton Branch. It was suggested to change the limit to 10 patrons at a time in the Main Library with no more than 5 patrons in the Children's Room. Mr. Huemer moved to give Ms. Lester the authority to scale back services to curbside in consultation and guidance from Candace Davenport and Board members without having to have an emergency meeting. Ms. Winston seconded and the motion carried.

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

Mr. Huemer moved that the Main Library change the patron limit from 25 to 10 patrons at a time with no more than 5 in the Children's Room. S. Cuttle seconded and the motion carried.

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

B. 2021 Budget Preparation and Capital Requests

The 2021 budget takes into consideration the probability of the Main Library closing in September to start construction. The capital requests are all technology focused. The big project would be replacing the servers creating a model of virtualization so one location can serve and be accessed from both locations and they are moveable. With the new servers comes roaming profiles. Any employee can access their desktop from any computer. The cost of certain services like Envisionware and LPT1 (remote printing) will be halved because we now pay for two locations; but with the upgrade, we will pay for a single location. The Library budget meeting is in the beginning of December and the budget hearings are in January. A new roof for the Hilton Branch is slated for 2021.

C. Library Construction Bond Grant - \$8,388,250

The grant application was reviewed by the state library, the economic development authority, the department of environmental protection, department of community affairs, the department of the treasury, and the New Jersey Historical Commission. It was very competitive, and the library was awarded the third highest grant. Mr. Huemer thanked the people who did a tremendous amount of work on this. Mr. DeLuca texted and thanked the governor. McCaffrey expressed gratitude for the backing of the Township Committee and thanked Mr. DeLuca for taking leadership and making that happen.

8. For Discussion

A. Design and Construction Timeline

The legislature is approving the appropriations. The contract should be issued in December. Hopefully, at the December Board meeting, we will have a contract and will be able to engage Sage and Coombe Architects. Funds from the Foundation, Library, and Township are spent first and the grant comes in at the end. The Township funding will be available in February or March 2021. The hope is to have construction specs in late spring or early summer and then the bids will be awarded. The plan is to be out of the Main Library by September 1, 2021.

Several moving company quotes of around \$130,000 have been obtained. The OEM building located near the Township pool is being considered as a temporary location. The Hilton Branch Library would become a children's library only. The second space would be a storefront library and be used for best sellers, internet access, magazines and newspapers. The OEM building has a garage that could be used for BCCLS deliveries and sorting of BCCLS materials, and there is a large upstairs space that can be used for offices. There is no elevator. The other second location could be a trailer located by the Hilton Branch Library. The township engineer is looking into the cost. There are other spaces that are available. A majority of our collection would go into storage and not be accessible, but can be reserved through other BCCLS libraries.

Sage and Coombe will be asked to consider design changes, specifically the HVAC system, post COVID-19. Mr. Huemer discussed what was learned at an architect roundtable webinar he attended. His notes are attached. Filters and UV have been installed in the HVAC systems at both library buildings.

B. Review of 2019 Audit

There was a recommendation on the audit to move the cash balance into an FDIC insured account. Mr. Huemer sent an email to Cumberland to set up a sweep account where the bond interest cash balance will be swept into an FDIC insured account. The audit noted that the fixed assets should be recorded at cost if purchased or fair market value if donated. In addition, the Library has excluded its obligation for accrued compensated absences from liabilities. Kathy Goldfine will learn more about this.

C. CWA Contract Negotiations

The first meeting with the Union will be Tuesday, November 24th.

D. 2020 Salary increase for non-contractual staff

This item is tabled until the CWA contract is finalized.

9. For Action

A. Building/Room Capacity Limits

This item was discussed and approved in item 7.A.

10. New Business

Rae Paltiel thanked the Board for having her participate in the meeting. She is on the Board of The Friends of the Library, part of the Building Committee, and she helped hire Sage and Coombe.

At 8:32 p.m., Mr. DeLuca moved to go into closed session to talk about contractual issues. Mr. Huemer seconded and the motion carried.

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

Nays: None

At 8:53 p.m., Mr. DeLuca moved to come out of closed session. Mr. Marchman seconded and the motion carried.

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

Nays: None

10. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:54 p.m., Mr. Marchman seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary