

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 15, 2021**

Via Zoom, the December 15, 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: S. Cuttle, Mr. DeLuca, Ms. Ezell, Mr. Huemer [arrived during meeting], Dr. McCaffrey, Ms. Latimer, Ms. Purdon, and Ms. Winston. Mr. Marchman was absent. Also present: Hon. R. Benjamin Cohen, President of the Maplewood Memorial Library Foundation; Ms. Lester, Director; Laura Nial of the Friends; and Cindy Mondino of the Library Staff.

2. Minutes

Ms. Purdon moved the minutes of the November 17, 2021 meeting, Ms. Latimer seconded and the motion carried with Mr. DeLuca abstaining as he was not at that meeting.

Ayes: Cuttle, Ezell, McCaffrey, Latimer, Purdon, Winston

Nays: None

Abstain: DeLuca

3. Public Comment

Laura Nial wished everyone happy holidays and hopes 2022 will be much better for all. The Friends have sent out their annual renewal letter to everyone. Ms. Nial thanks the members who have sent in their renewals and special gifts.

4. Report of the Library Director

Ms. Lester's November Report was placed on file. She added that two Library staff members are graduating in December. Sigfredo Montijo is getting a Bachelor of Science in Accounting from Kean University and Emily Witkowski will be receiving her Master of Public Health from Johns Hopkins University. Soon after, Shannon Bryan will receive her Bachelor of Arts in Psychology from Rutgers-Newark. Another employee plans to start Library school in the fall.

The governor has not yet extended the allowance for virtual meetings past December 31, 2021. If not extended, at least part of the Library Board would meet in person and have a virtual component.

In November, the 4th graders from Seth Boyden visited the Hilton Branch. They enjoyed the visit and the staff loved having them in the Library. Hopefully, this can continue safely in the coming year.

S. Cuttle asked if a resolution to return to a hybrid meeting environment would have to be passed by the Library Board. [Mr. Huemer arrived.]

5. Treasurer's Report

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

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

Nays: None

6. Presentation of Claims

The claims to December 15, 2021 totaled \$23,753.06. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

The building project claims to December 15, 2021 totaled \$112,559.83. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

7. For Information

A. Library Foundation Capital Campaign Update

The Hon. R. Benjamin Cohen gave the following update. On November 19, the Foundation's town-wide mailing went out to all addresses in Maplewood soliciting donations large and small for the Writing a New Story Capital Campaign. The size of the contribution does not matter. The extent of participation does. Donations have been coming in over the last two weeks. So far, \$1.4 million was raised from donations and written pledges. The goal is to reach \$2 million. The Foundation is in the process of updating their website to keep up with the status of the Library and the changes the architects have made. There are two new Foundation Board members, Jonathan Brudner and Akshatha Gopal Shetty. Ariel Cohen has left the Board because she has moved out of Maplewood. The Foundation is looking into launching a media campaign to raise the visibility of their fundraising efforts. Jonathan Brudner drafted a letter to solicit local journalists to consider writing a story about our building a new library particularly in the wake of Hurricane Ida. Not only the effects of Ida, but the response of the community and the Library Board of Trustees and all the groups that are acting in concert to build this new library. The Foundation is also planning to create a video to publicize their efforts. An event with local realtors is being discussed with the hope of their donations. A procedural protocol is in the process of being drafted on how the Foundation Board members should respond to requests for naming opportunities. As naming opportunity options are taken, the list will be updated regularly. Consideration is being given to expand the range of naming opportunities to include gifts below the current minimum of \$5,000. It has been suggested that \$1,000 and \$2,000 donations be included in the naming opportunities. All items related to the naming opportunities will be submitted to the Library Board for review and decision regarding approval. S. Cuttle suggested offering naming opportunities to honor a prominent Maplewoodian to the lower range donors. There was also a discussion about a donor wall. Any donor interested in a naming opportunity should contact the Foundation first.

B. Building Program and Construction Timeline

The asbestos abatement has started at 51 Baker Street. This is estimated to take up to nine weeks which takes us up to around February 11. Ms. Lester and Mr. DeLuca met with the architects and the construction manager, Epic Management, today to talk about the timeline. Sage and Coombe has submitted the 50% construction documents that were revised after Hurricane Ida to their cost estimator. They should have a draft back on January 7 and the cost estimate to us by January 14. An updated design presentation will follow during the week of January 17. A presentation for stakeholders is planned after that. The bids will go out around February 18 for the general contractor. A PowerPoint presentation followed showing the building layout and furniture suggestions. The staff are trying out chair samples at 129 Boyden Avenue.

8. For Discussion

A. 2022 Slate of Officers

Dr. McCaffrey will reach out to the Trustees to see if there is interest in becoming an officer.

B. Director Evaluation

Tabled for closed session.

9. For Action

A. Resolution to Accept filing of Audit Corrective Action Plan for 2020

Mr. Huemer moved to adopt the resolution to accept the filing of the audit corrective action plan for the 2020 audit, Ms. Purdon seconded and the motion carried.

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

Nays: None

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

This resolution is to award the contract for the oversight through Matrix Environmental. Dr. McCaffrey moved to adopt the resolution, S. Cuttle seconded and the motion carried.

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

Nays: None

10. New Business

Ms. Latimer thanked everyone for their kind words after she won the Ruth Toor Outstanding Media Specialist Award. Ms. Lester took the time out of her busy schedule to write a letter on her behalf. Having Irene Langlois there was special. Ibi Zoboi was the keynote speaker.

S. Cuttle stated that Ms. Latimer will also be acknowledged at the next School Board meeting.

11. Public Comment/Open Discussion

Laura Nial wished everyone a happy holiday season.

At 8:19, Mr. Huemer moved to go into closed session to discuss contractual and personnel issues, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

12. Closed Session – Naming Opportunities for Approval

13. Closed Session – Personnel – Director’s Evaluation

At 8:38 p.m., Mr. Huemer moved to come out of closed session. Mr. DeLuca seconded and the motion carried.

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

Nays: None

10. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 8:39 p.m., Ms. Latimer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary