

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 19, 2018**

The December 19, 2018 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: Ms. Bostic, Ms. Buchanan, S. Cuttle, Mayor DeLuca, Mr. Huemer, Ms. Latimer, Dr. McCaffrey, and Ms. Purdon. Mr. Ladd was absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, Luca Long, Maplewood Middle School student representative [arrived during meeting], and Diane Tremper of the Library staff.

2. Minutes

Ms. Buchanan moved the minutes of the November 21, 2018 meeting, Ms. Purdon seconded and the motion carried with Ms. Bostic, Mr. Huemer, and Dr. McCaffrey abstaining, as they were not present at that meeting.

Ayes: Buchanan, Cuttle, DeLuca, Latimer, Purdon

Nays: None

Abstain: Bostic, Huemer, McCaffrey

3. Public Comment

Laura Nial wished everyone happy holidays and hoped the plans for a new library would become a reality in 2019.

4. Report of the Library Director

Ms. Lester’s November Report was placed on file. She introduced Diane Tremper who works in the Children’s Room and at the adult info desk. She reminded the Trustees to RSVP to Barbara Laub’s retirement party. At the December 13 Township Committee meeting, there was a very nice commendation for Barbara. Ms. Lester thanked Mayor DeLuca and Sonia Viveiros, Township Administrator, for recognizing retirements. Robert Nealon has been promoted from Senior Librarian to Head of Information Technology. The new Head of Library Services, which oversees reference, technical services, information, and circulation, is Amanda Eigen. This is an expanded role for Amanda. The new librarian for adult reference and collection development will be announced on December 20. There were 37 applicants for this position. She will be starting on January 14. Congratulations went out to Irene Langlois who applied for and received a \$2,000 literary collection development grant from the State Library. Health literacy tote bags filled with books and pamphlets on different health topics are being circulated at both buildings. Patrons have given excellent feedback on them, and there was an article in the Village Green about the totes. The Children’s Room continues to have innovative programs such as the Panda Painting and the third conversation on gender. The group attending the conversation on gender has grown, and there are plans to continue this in 2019. Lastly, there was a big storm in November and the library will filled with middle school students which was very challenging to the staff. Since that time, there was a meeting with Principal Gronau to discuss opening up the communication between the school and library. Neither the library staff nor the students knew that they could go back to the school. The kids couldn’t get in touch with their parents. They were told they needed to start walking home, but they did not want to leave. The

Library would have closed when school let out if there was advance notice that the Township was closing all of the buildings at 3 p.m. The schools and Township emergency management group will work on a policy for emergency closings due to unexpected bad weather. S. Cuttle suggested speaking to Dr. Shea, the Director of Safety.

The Library received a very nice letter from a homebound patron at Winchester Gardens. It reads, "To Maplewood Library, I am sending my donation to the Maplewood Library by way of Karen Paradiso. She has made it possible for me to get the books for our book club discussions and any other books I might enjoy. She is so efficient in this operation that I have done all my reading here in Winchester with her help. She welcomes all calls and often will get books for me when I can only tell her the subject of the book."

5. Treasurer's Report

The November Treasurer's Report was placed on file subject to audit. Mayor DeLuca asked if the Library is overbudgeting on utilities and professional fees. Ms. Lester stated the budget for utilities has been revised for 2019 but the professional fees budget will remain high in preparation of consulting fees for the construction grant which is expected to happen in 2019. Mr. Huemer moved to accept the November Treasurer's reports, Dr. McCaffrey seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

6. Presentation of Claims

The claims to December 19, 2018 totaled \$60,345.89. Mr. Huemer moved that the claims be paid. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

7. For Information

A. Black History Month Programming

The Town is coordinating Black History Month programming again. The Library is working on their programs. Two programs that are already planned are Kids Speak Out and the Art & Music Reception with artist, Beverly McCutcheon and jazz trio, VMusic. The Library is also cosponsoring a program with the NAACP. There will be another event at Hilton as well. The programs are being publicized by Cultural Affairs. [Luca Long arrived.]

B. Ideas Festival

The Ideas Festival will run from March 23 through April 6 starting with NJMakers Day on March 23 at the Hilton Branch. So far, programs include a women's health panel including Candice Davenport, Township public health nurse and a conversation with journalist Taffy Brodesser-Akner who does the celebrity profiles for the NY Times magazine and is a Maplewood resident. We also have Khadijah Costley White, Assistant Professor of Journalism and Media Studies at Rutgers. The literary award will be presented to Tina Kelley on April 6. Two or three additional programs are in the process of being confirmed. Ms. Lester thanked the Friends for being one of the sponsors.

C. Construction Bond Update

Everything is at a standstill. The hold up is the governor's office at this point. Mayor DeLuca will call the governor's liaison.

8. For Discussion

A. Stokes Fund

The Foundation has reached out to the Trustees interested in changing the regulations of the Stokes fund so it can be tapped into toward the fundraising. The Trustees agreed that Ben Cohen could inquire about that. His contact person agreed that it was possible to petition to have the terms of the endowment changed with the idea of being able to use some of the principal. The principal which is to be maintained is \$420,889.03. The current value is \$506,000. After a discussion, the Trustees agreed to be open as the campaign progresses to look at ways that the Stokes fund can support the campaign.

B. Uber and Lyft and Teenagers

Uber and Lyft drivers have been calling the Library asking the staff to tell a student that their ride is outside or parents call to say, "I've just called a Lyft for my son who is 12 and is in the Children's Room. Could you send them out?" Ms. Lester spoke to Principal Gronau about this because it has just become more common. The schools will not coordinate any car service for their students. Car services are not allowed to park in front of the school, but they can park in front of the Library. Ms. Lester would like to have a policy in place that states the Library staff will not coordinate rides for any one. Legally, anyone under the age of 18 cannot get into a car service unattended. Staff will not facilitate taxi services.

C. 2019 Slate of Officers

The slate of officers is a work in progress.

D. Director Evaluation

Ms. Lester requested that this be discussed in closed session.

9. For Action

A. Resolution to Accept 2017 Audit

The two recommendations made by the auditor are that all Library funds be deposited in financial institutions which are insured by the Federal Deposit Insurance Corporation and that the Library limit its investment to instruments in accordance with NJSA 40A:5-15.1. Ms. Buchanan moved to adopt the resolution to accept the 2017 audit, S. Cuttle seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon
Nays: None

B. Resolution to Accept Filing of Audit Corrective Action Plan for 2017 Audit

Mr. Huemer moved to adopt the resolution to accept the filing of the audit corrective action plan for the 2017 audit, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon
Nays: None

C. Cancel Uncashed Checks

Mr. Huemer moved to cancel three uncashed checks totaling \$106.00 that are over one year old. Ms. Latimer seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

D. Extend Hours at the Main Library until 9 p.m. on January 22 for CHS Finals

Ms. Purdon moved to extend the hours at the Main Library on Tuesday, January 22 until 9 p.m. allowing Columbia High School students to study for their finals, Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

10. New Business

The 2019 Library Board meeting dates will be sent to the Trustees.

11. Public Comment/Open Discussion

Laura Nial stated that on January 26 and 27, the Friends will have a bag-of-books sale in Memorial Hall from 10 a.m. – 5 p.m. On February 2, the Friends will have a children's bag-of books sale from 10 a.m. – 5 p.m.

Ms. Latimer stated that Rachael Guerrero has starting interning at the Clinton School. She was greeted by the students who know her from the Hilton Branch. She will graduate with her MLS in May.

At 8:15 p.m., Mr. Huemer moved to go into closed session for personnel reasons, Ms. Purdon seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

Sometime later, Ms. Lester was called back at which point Mr. Huemer moved to reopen the meeting, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:40 p.m. Dr. McCaffrey seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary