

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
December 20, 2017**

The December 20, 2017 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: Ms. Bostic, Ms. Buchanan, Mayor DeLuca, Mr. Huemer [arrived during meeting], and Dr. McCaffrey. Mr. Ladd, Ms. Latimer, and Ms. Purdon were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Christine Oania of the Library staff.

2. Minutes

This item was tabled until a quorum was present.

3. Public Comment

Laura Nial Laura congratulated the Board for the successful Ken Burns event. She enjoyed it and stated that despite the weather, it went off very well.

4. Report of the Library Director

Ms. Lester's November Report was placed on file. She introduced Christine Oania, Library Assistant. Christine graduated from CHS, worked as a Page at the Hilton Branch, became a Library Assistant at the Hilton Branch, graduated from Kean in May, and has been working full time at the Main Library for over a year.

A History teacher and four students from CHS who attended the Ken Burns event wrote letters praising the program. One of the students stated that they do not usually discuss things of this importance. Ms. Lester shared the letters with Joe DePlasco of DKC who shared them with Ken Burns. The letters were passed around to the Trustees.

As in the past four years, the Library applied for a grant from the Fraentzel Foundation. This year \$5,000 was requested for CreateSpace programming at the Hilton Branch, and we received that plus an extra \$2,000 to do additional innovative programs. One planned program is a drone workshop. Another is to make about 20 prosthetic hands. This grant allows the Library to conduct larger scale projects that cannot be done within the budget. Some of the ESOL students' children frequent the Hilton Branch. Last year Fraentzel granted \$5,000 to help with the ESOL classes, and this year their gift is benefiting some of the children of those ESOL students.

In December, after the DCH job fair, three job offers were made. The jobs were all different levels from finance to sales to mechanics.

At the request of the Historic Preservation Commission, Ms. Lester and Dr. McCaffrey will meet with them on January 3<sup>rd</sup>. They have concerns about the building design.

The *Touch a Truck* program at the Hilton branch on November 9<sup>th</sup> was a success. The Mayor suggested reaching out to Harrington Movers and Wooley Fuel for future programs.

5. For Information

A. Black History Month Programming

The Black History Month programming at the Library will be publicized along with the programs throughout the Town. Opera singer, Lori Mirabel, Kids Speak Out, and Patrick Hilaire's photography are some of the programs scheduled at the Library. [David Huemer arrived.]

B. Ideas Festival

The 2018 Ideas Festival dates are from March 10 through March 24. Marina Budhos will receive the 2018 Maplewood Literary Award on March 24th. WNYC's Nancy Solomon and Matt Katz and will talk about reporting news this past year. There are other strong possibilities that have not yet been confirmed. The Festival kicks off on March 10<sup>th</sup> with Maker Day at the Hilton Branch.

8. For Discussion

A. Building Timeline

In November, the Library Construction Bond Act was passed. Regulations on applying for the grant will be announced sometime between January and March. The second cost estimate from Toscano will come in on January 9<sup>th</sup>. The RFP for the survey will be awarded by the Township Engineer soon.

B. Slate of Officers

The Board will vote on the slate at the January 17, 2018 meeting.

C. Director Evaluation

Ms. Lester will do a self-evaluation and submit it to the Director of the Evaluation Committee which is composed of the Library Board Officers. The Evaluation Committee will meet with Ms. Lester to go over her evaluation and provide feedback. A report will be written up and presented at the January Board Meeting in a closed session.

2. Minutes

As a quorum was now present, Ms. Buchanan moved the minutes of the November 15, 2017 meeting, Mr. Huemer seconded and the motion carried with Mayor DeLuca abstaining as he was not present at that meeting.

Ayes: Bostic, Buchanan, Huemer, McCaffrey

Nays: None

Abstain: DeLuca

5. Treasurer's Report

The November Treasurer's Report was placed on file subject to audit. Mr. Huemer moved to accept the November Treasurer's report, Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, and McCaffrey

Nays: None

6. Presentation of Claims

Mr. Huemer presented the claims to December 20, 2017. They totaled \$30,558.42. Mr. Huemer moved that the claims be paid. Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey

Nays: None

9. For Action

A. 2018 Board Meeting Date Changes

Ms. Buchanan moved to change the September Board meeting date from the 19<sup>th</sup> (Yom Kippur) to the 12<sup>th</sup> and the November Board meeting date from the 21<sup>st</sup> (day before Thanksgiving) to the 14<sup>th</sup>. Dr. McCaffrey seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

10. New Business

The New Jersey Library Cooperative has changed the delivery vendor. There will be no pick-up for items returned for two weeks during this transition. Ms. Lester asked that the Library be allowed to waive fines during this two-week period. Mayor DeLuca moved that the Library be granted permission to waive fines from December 26, 2017 through January 8, 2018. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

11. Public Comment/Open Discussion

There was none.

At 8:03 p.m., Mr. Huemer moved to go into closed session to discuss a personnel matter. Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

At 8:12 p.m., Mr. Huemer moved to go back into open session, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

Mayor DeLuca moved to honor Amanda Eigen's request to reduce her hours from 35 to 30 per week. Mr. Huemer seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

Mayor DeLuca moved to post a 24 hour per week Library Assistant position and a 19 hour per week Library Assistant position both at the Hilton Branch after January 1, 2018. Mr. Huemer seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn the meeting at 8:15 p.m., Dr. McCaffrey seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Huemer, McCaffrey  
Nays: None

Respectfully submitted,

Deborah Purdon  
Secretary