

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

December 16, 2020

Via Zoom, the December 16, 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: Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. S. Cuttle was absent. Also present: Ms. Lester, Director, Laura Nial and Rae Paltiel of the Friends of the Library, Ben Cohen, Ellen Davenport, Diane Haase, Jenifer Steig Strugger, and Rebecca Ritters of the Library Foundation, Jennifer Sage, Peter Coombe, Christina Draghi, and Charlotte Page of Sage and Coombe Architects, Annette DePalma of the Building Committee, and Robert Nealon and Mary Boykoff of the Library staff.

7. For Information

A. Presentation by Sage and Coombe

This item was moved up. The presentation of the 51 Baker Street Library building project was given by Christina Draghi. A question and answer session followed.

Mr. DeLuca read the Resolution of Recognition and Appreciation for Sarah Lester that was presented at the December 15, 2020 Township Committee Meeting. A copy is attached.

2. Minutes

Mr. Huemer moved the minutes of the November 18, 2020 meeting. Mr. DeLuca seconded and the motion carried.

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

Nays: None

3. Public Comment

Laura Nial congratulated Ms. Lester. She added that it was a great honor and it was charming watching her and her family during the ceremony. Ms. Nial thanked everybody who worked so hard on the grant application and added that it is both wonderful and scary that it is going to happen. The Friends memberships are coming in and they have gotten some very nice gifts from people.

4. Report of the Library Director

Ms. Lester's November report was placed on file. She introduced Mary Boykoff, Hilton Branch Children's Librarian, as the Union rep for this evening. With limited access to the buildings, the November 2020 total circulation figure for both materials and ematerials was 17,745, which is the highest circulation in four years. The regular material circulation did not go down much but the ecirculation has increased. Robert Nealon created a chart that shows how ematerial circulation mirrors the number of COVID-19 cases. The Librarians have done a terrific job providing access to the materials considering all the restrictions. All materials are quarantined for seven days and then backdated seven days when checked in. Patrons have been patient and grateful for this procedure. Maplewood materials are fine free.

5. Treasurer's Report

Mr. Huemer moved to adopt the November Treasurers Report. Mr. Marchman seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to December 16, 2020 totaled \$22,404.80. Mr. Huemer moved that the claims be paid. Ms. Purdon seconded and the motion carried.

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

Nays: None

8. For Discussion

A. CWA Contract Negotiations and Labor Counsel

The Township Business Administrator left at the end of November. We had our first negotiation with her present. Gregg Schuster is the interim Business Administrator, and he has taken over negotiations. Ms. Lester and Ms. Goldfine met with Mr. Schuster, Mr. Kolodziej (Township CFO), and Mr. Michalowski (Assistant Township Administrator), last week to talk about the Library's asks for the Union. Mr. Schuster is putting the requests together, and there will be a meeting soon after that. The other part of this is whether the Trustees have to have their own labor counsel.

Mr. DeLuca summarized the procedure that will follow. Ms. Lester and the administrative staff on the team will negotiate with the Union. There will be a Memorandum of Agreement (MOA) that gets signed that highlights changes of the agreement. The MOA is signed once an agreement is reached. The MOA goes to our attorney. Our attorney merges the MOA with the previous contract. It goes back and forth between the Union attorney to make sure all the language is correct and that anything that might have changed statutorily like language or labor law is covered. Then there is a final contract that is approved and signed. The labor attorney for the Town is Genova Burns. The Library Board needs to move and approve that Genova Burns will work on the Library contract. This will all be covered by the legal fees of the Town. Mr. Huemer moved that the Library approve Genova Burns as labor counsel for the purpose to negotiate a contract agreement. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

B. Employee Vacation/Sick Time Liability

The Library must use Generally Accepted Accounting Principles (GAAP). In answer to the suggestion on the 2019 audit, Ms. Goldfine contacted the Library's auditor at Samuel Klein. He suggested that when feasible to do so, up to \$5,000 be put into an account annually to eventually cover the total vacation/sick time liability payouts when employees retire. When this account equals the liability, the Library would write a check to the Township to cover the cost of that year's payout. That would satisfy the audit. The auditor also suggested creating a spreadsheet of tangible fixed assets with a historical cost of at least \$5,000 and show annual depreciation based on the life of the asset until it is worthless. It is a good practice and it cleans up the audit.

C. 2021 Slate of Officers

Library Trustees will be contacted to see if they are interested in becoming officers.

D. Director's Evaluation

Tabled for closed session.

9. For Action

A. Resolution to Accept 2019 Audit

Mr. DeLuca moved to accept the 2019 audit, Ms. Winston seconded and the motion carried.

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

Nays: None

10. New Business

The contract with the architects is being reviewed. The contract from the state has not been received yet. It was planned to have the contract with the architects on this agenda, but the state contract has to be looked at first to make sure nothing is signed with the architect that has not been agreed to with the state. To get the contract with the architect done before the end of the year will necessitate a special meeting with the Board to approve the contract. The proposed completion date is June 2023. Every time a deadline is not met, that pushes a month back. It would be beneficial for us to get this contract down and have them working full scale.

11. Public Comment

Laura Nial wished everybody a happy holiday season and hopes 2021 will be much better.

At 8:29, Mr. Huemer moved to go into closed session to discuss contractual and personnel issues, Ms. Purdon seconded and the motion carried.

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

Nays: None

12. Closed Session – Contractual Relationship

13. Closed Session – Personnel – Director's Evaluation

At 9:11 p.m., Mr. DeLuca moved to come out of closed session. Ms. Purdon seconded and the motion carried.

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

Nays: None

10. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 9:12 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon

Secretary