

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 18, 2019**

The December 18, 2019 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:47 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, S. Cuttle, Mayor DeLuca, Mr. Huemer, Ms. Latimer, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Heidi Wolfley of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the November 20, 2019 meeting, Mayor DeLuca seconded and the motion carried.

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

Nays: None

3. Public Comment

Laura Nial wished all Happy Holidays and a prosperous New Year.

4. Report of the Library Director

Ms. Lester’s November Report was placed on file. She added that Amalia Butler was awarded the 2020 Penguin Random House Young Readers Group Award that was only given to three librarians nationwide. This has been posted on the website and on social media. The Library is very proud of her. Ms. Lester attended the Bloomberg Health Summit with Emily Witkowski which was a great experience and though provoking. Many ideas surfaced for how to use Emily’s contacts there to bring things back to our community and to integrate public health into libraries in general.

The Hilton Branch was closed throughout November. The Main Library door count for November 2019 was 18,755. Last November, the Main Library’s door count was 14,854. It has been tremendously busy here. The total door count for both buildings last November was 17,966. The Wi-Fi statistics can be collected by day as noted in the Tech Report. At the Main Library, the busiest day for Wi-Fi use is Wednesdays. At Hilton, it is Tuesdays. When the Library is closed, people are sitting outside using our Wi-Fi. At the Main Library, over a 6 month period, there were 1,358 Wi-Fi uses and at Hilton, 362 when the buildings were closed.

Ms. Winston arranged a tour for the Library’s Department Heads to visit the new Hunters Point Library. It is very beautiful, and they went to see what worked and what did not including how the new building is staffed.

5. Treasurer’s Report

The budget is underspent. \$10,500 was paid back to the Township to cover part of the Hilton asbestos remediation from the Professional Fees line with the remainder being carried over to use towards library construction expenses. Mr. Huemer moved to adopt the November Treasurers Report, Mayor DeLuca seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to December 18, 2019 totaled \$49,617.01. Mr. Huemer moved that the claims be paid. S. Cuttle seconded and the motion carried.

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

Nays: None

7. For Information

A. Black History Month Programming

There is a great schedule of events happening at both the Main Library and Hilton Branch. The Library will be collaborating with SOMA Justice on one event. Mayor DeLuca added that this is the third year the Town is coordinating Black History Month from both the Town departments and private groups. Last year, there was a program every day; and this year there will be another robust set of programs. A calendar of events will be released at the end of January.

B. 2020 Ideas Festival

The Ideas Festival will take place from March 21 to April 4. It begins with New Jersey Makers Day at the Hilton Branch. This is a statewide effort on the same day. In the past, Makers Day brings about 300 attendees to the Hilton Branch. Mayor DeLuca suggested the owner of Wooley Fuel might want to participate. On April 4, the Ideas Festival ends and the presentation of the 2020 Literary Award to Abby Sher. The Ideas Festival artist is Muyambo Marcel Chishimba.

C. Construction Bond

The application will be out in January. The Building Committee met on December 17 with Jennifer Sage, Peter Coombe and Kate Burke. A “to do” list was established. The architects want to have a site meeting in January with their landscape architect. They are also getting a new cost estimate that will be ready by December 20. The budget is \$18,000,000. Two years ago, the estimate was \$19,600,000. The architects are working to get down to that number. The Foundation has been doing an incredible job securing the leadership gifts for the private funding for this project.

8. For Discussion

A. 2020 Slate of Officers

Robert Ladd has stepped down from the Board. Monique Bostic’s second 5-year term is up and she will be stepping down. Dr. McCaffrey offered to continue as President. Ms. Winston has agreed to be Vice President, Ms. Purdon as Secretary, and Mr. Huemer as Treasurer. The slate will be voted on in January. Ms. Lester thanked Ms. Bostic for all of her contributions. She stated she appreciated all Ms. Bostic has done, not only on the Board, but also in the Library such as her program for teens on stress. Ms. Bostic thanked all for the opportunity.

B. Director’s Evaluation

This item was tabled until the end of the meeting.

9. For Action

A. Accept the 2018 Audit

Mayor DeLuca moved the resolution to accept the 2018 audit. Mr. Huemer seconded and the motion carried.

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

Nays: None

B. Transfer of Funds from Stokes Account

The auditor recommended that all of our cash funds be in FDIC insured instruments. Mr. Huemer moved to transfer \$20,000 to a short term CD at Valley National. Dr. McCaffrey seconded and the motion carried.

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

Nays: None

C. Fine Free for All Material from January 1, 2020 Forward

Since July 2018, the Library has been fine free on materials for children and teens. It has made a huge difference for the people of our community. Ms. Lester would like to go fine free for all materials as of January 1, 2020. This is a growing movement across the county. Last year, fine income was \$19,000. This year, the fine income will total about \$14,000. The Library received a \$5,000 Fraentzel Grant that was used to offset the loss of income. When materials are overdue by 90 days, the system marks them lost, the patron is billed, and their record is blocked. All BCCLS Libraries are going to unified loans. There was a discussion about the plan to offset the fine income year after year. Eliminating fines will be an incentive to use the library. Mr. Huemer asked if there could be a press release about this with how to renew your materials online. Dr. McCaffrey moved to go fine free from January 1, 2020 forward. Ms. Purdon seconded and the motion carried.

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

Nays: None

D. Post 28 Hour Children's Librarian at Hilton Branch Library

Mr. Huemer moved, Mayor DeLuca seconded and the motion carried.

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

Nays: None

E. Post Substitute Library Assistant Position

There is a library assistant out on medical leave; and in January, there will be another one out for three months. Mr. Huemer moved to hire a substitute library assistant to fill in, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

F. Revised Mission and Strategic Initiative

Dr. McCaffrey requested this item be tabled until the January 2020 Meeting.

G. Library Consultant for Construction Bond

Ms. Lester reached out to Leslie Berger to see if she could serve as a consultant writing the grant. Her fee proposal is \$150 per hour with a \$2,500 cap. She is going to assist in reviewing materials for the grant application and final submission. This will come out of the Library's professional fees budget line. Mr. Huemer moved to hire Leslie Berger under the terms of the proposal, Mayor DeLuca seconded and the motion carried.

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

Nays: None

10. New Business

There was a discussion about Verizon's problematic copper lines and their lack of willingness to repair them. The Assistant Township Administrator was told that Verizon would not service copper lines after mid-January. Verizon told the Library that they could not put FIOS in a municipal building. If necessary, Mayor DeLuca will contact the Board of Public Utilities. VOIP will be looked into if Verizon stops servicing copper lines.

11. Public Comment/Open Discussion

Laura Nial thanked Ms. Bostic for her service.

12. Closed Session – Personnel – Director's Evaluation

At 8:35 p.m., Mayor DeLuca moved to go into closed session to discuss a personnel matter. Ms. Purdon seconded and the motion carried.

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

Nays: None

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

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

Nays: None

13. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:56 p.m., Mayor DeLuca seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Monique Bostic
Secretary