

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 20, 2023**

The December 20, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Marchman at 7:40 p.m. He 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 [arrived during meeting], Mr. DeLuca, Mr. Huemer, Ms. Latimer, and Mr. Marchman. Ms. Ezell, Dr. McCaffrey, and Ms. Purdon were absent. Also present: Laura Nial of the Friends of the Library, Ms. Lester, Director, and Joanne Beckerich of the Library staff.

2. Approval of Minutes – tabled until a quorum was present.

3. Public Comment

Laura Nial stated that the Friends’ member renewal has brought in many special gifts. She thanked everyone who renewed their membership and went to the book sale. Fundraising went well in 2023. They have been conservative with their budget, and she thanked the Library for adapting to that.

4. Report of the Library Director

Ms. Lester’s November report was placed on file. She thanked the Friends for all their support. They donated money this year towards a staff holiday celebration that was held at the Parkwood Diner on December 18. The staff is very appreciative. The Library received a \$6,936 2024 Essex County Local Arts Grant for the Ideas Festival, which is the largest ever received. In 2024, the Ideas Festival is planned for after the opening of the new Library. The Library will apply for a [sustainable library certification](#) through the American Library Association. Our ematerial statistics are up 28% from this time last year. Ematerials cost a lot more than print. At the beginning of the month, the state library asked for the Library’s Certificate of Incorporation. Ms. Lester passed around a copy of the certificate. At the time the Library was incorporated, Maplewood was part of South Orange.

5. Treasurer’s Report - tabled until a forum was present

6. Claims - tabled until a forum was present

7. For Information

A. Library Foundation Capital Campaign Update

The Foundation has received about \$12,000 from the recent appeal so far.

B. Construction Update

The second floor of the building now has a temporary closure. The curtain wall, which is all the glass, will not be installed until January. All of the windows for the first floor should be installed soon. In order to work inside, it has to be at least 40 degrees inside the building. The architects do a walk through every Friday to make sure the construction is following specifications. An issue with the contractor and the steel company is being worked out. The storage tank that was decommissioned in the 1990’s is gone. A lot of soil and the tank had to be removed.

8. For Discussion

A. Library Trustee emails

Please forward the email address you prefer to receive Library related emails to [Kathy Goldfine](#).

B. 2024 Slate of Officers

The Mayor will appoint Trustees for the two openings on the Library Board. The Board Officers will be decided upon at the January 17, 2024 meeting. [S. Cuttle arrived.] A quorum was now present.

2. Approval of Minutes

Ms. Latimer moved the minutes of the November 15, 2023 meeting, Mr. Huemer seconded and the motion carried with Mr. DeLuca abstaining as he had not been at that meeting.

Ayes: Cuttle, Huemer, Latimer, Marchman

Nays: None

Abstain: DeLuca

3. Treasurer's Report

Mr. Huemer moved to adopt the November Treasurer's Report, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

4. Claims

The claims to December 20, 2023 totaled \$29,316.31. Mr. Huemer moved that the claims be paid, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

The building project claims to December 20, 2023 totaled \$26,961.00. Mr. Huemer moved that the claims be paid, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

8. C. Update on Hilton Branch Flat Roof Replacement

The bid opening for the Hilton roof was today and brought in seven bids. The Hilton boiler is working, but it cannot be regulated. A new contractor is coming in to fix that. The engineering budget for 2024 includes more money for the Hilton roof.

D. Director Evaluation

This item was tabled for the end of the meeting.

9. For Action

A. Naming Opportunities

The Foundation has requested that the naming opportunity for the Director's Office, which was set at \$25,000, be reduced to \$20,000. They have a donor. Mr. Huemer moved to reduce the naming opportunity for the Director's Office to \$20,000, Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

B. Approval of Contractor's 15th Application for Payment

The construction cost is now at 41% completion. When it is at 50%, the state will forward another check. Mr. Huemer moved to approve the contractor's 15th application for payment, S. Cuttle seconded. The roll was called.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: Cuttle

C. Resolution Authorizing Change Orders Number 17, 18, 19, 20, 21, 22, 23, and 24 for the Construction Contract for the Maplewood Memorial Library

Ms. Latimer moved the resolution authorizing change orders 17 through 24, Mr. Huemer seconded. The roll was called.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

D. Resolution Authorizing Change Order Number 3 for Additional Engineering and Architecture Services

Mr. Marchman moved the resolution authorizing change order number 3 for additional engineering and architecture services, S. Cuttle seconded. The roll was called.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

10. New Business

Ms. Lester stated that the Maplewood Garden Club presented a \$5,000 check to the Foundation for the new Library construction.

11. Public Comment/Open Discussion

Laura Nial wished everyone a happy holiday season and hopes 2024 will be a banner year. Next year at this time, the meeting will be in the new Library.

At 8:19 p.m., Mr. Huemer moved to go into a closed session to discuss a personnel matter, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

At 8:40 p.m. Mr. Marchman moved to come out of closed session, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

12. Adjournment

There being no further business, Mr. Marchman moved to adjourn at 8:40 p.m., Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, Latimer, Marchman

Nays: None

Respectfully submitted,
Shannon Cuttle, Secretary