

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 21, 2022**

The December 21, 2022 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: S. Cuttle, Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Dr. White [arrived during meeting]. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Emily Witkowski of the Library Staff.

2. Approval of Minutes

Mr. Huemer moved the minutes of the November 16, 2022 meeting, Ms. Latimer seconded and the motion carried with Mr. DeLuca, Ms. Ezell, and Ms. Purdon abstaining, as they had not been present at that meeting.

Ayes: Cuttle, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Abstain: DeLuca, Ezell, Purdon

3. Public Comment

Laura Nial stated that The Friends are in the middle of their membership renewal process. Many gifts, in addition to membership dues, were received. She wished everyone happy holidays with hope that 2023 will be a better year.

4. Report of the Library Director

Ms. Lester’s November report was placed on file. Emily Witkowski is present for her last meeting. Ms. Lester stated that it was great working with her and wished her all the best in her next job! She commended Emily for everything she has done at the Library. She read a part of Emily’s email when applying for the Children’s Librarian position in 2014: “What interests me most regarding this position is the potential for outreach. I’m very interested in the idea of putting the Library out there and garnering support outside our walls. We all know that the people in the Library love the Library. It is up to us to start reaching out to those who do not know what we do. I would love the opportunity to work with community groups and schools in the district to reach patrons in their environment.” The Trustees applauded Emily. Emily stated that she feels she started at the top because this is such a great Library and feels fortunate to be able to work in the schools this past year.

The RFP for the audio/visual and technology is out. The bids are due by 10 a.m. on January 6, 2023. Thirty-five firms have requested the bid documents.

There was a great program at the Hilton Branch with West African music and storytelling.

5. Treasurer’s Report

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

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

Nays: None

6. Presentation of Claims

The claims to December 21, 2022 totaled \$30,581.87. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

Nays: None

The building project claims to December 21, 2022 totaled \$21,071.16. Mr. Huemer moved that the claims be paid, S. Cuttle seconded and the motion carried.

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

Nays: None

7. For Information

A. Construction Update

A crane will be on site December 22. The trusses on the building will be removed sometime thereafter. As the concrete in the floor was being demolished, asbestos was found on the vapor barrier. The asbestos remediation is ongoing [Dr. White arrived]. It is being done in phases, and the first phase is done. The demolition crew hit a gas pipe. PSE&G hit another gas pipe in the process of shutting it off. The union is still outside 51 Baker Street and is not going away. Mayor Dafis, Mr. DeLuca, and Roger Desiderio, Township Attorney, met with the union. The union made it clear that this is not about the Library. They have a bigger issue with the way public contracts are given. The law is that they have to pay a prevailing wage. In New Jersey, the prevailing wage is set at the union wage. The union is also in negotiation with the demolition firm, IBN. The union can request the wage and hour reports through OPRA. Inside the fence, we're making sure the contractors are doing everything in a timely fashion. This whole project is 540 days, which started back on August 12, 2022. There was a discussion about keeping the public informed of the Township's position with the union and the state laws that have to be followed. The statement can be found [here](#).

B. Library Foundation Update

The Foundation's appeal letter went out to all Maplewood residents, and the response has been good including new supporters. People have responded to both the Marchman Fund and the sustainability match. An email went out to people outside of Maplewood who have donated in the past. Mr. Huemer had an idea to invite realtors to talk about the project so they can talk to their buyers. This will happen possibly in February at the Hilton Branch. The Foundation is also looking for two new members to fill vacancies.

8. For Discussion

A. Consultant for FF&E Project Management

This item was moved to For Action.

B. BCCLS Emails for Library Trustees

Ms. Lester, Mr. Huemer, and members of the Library staff attended a First Amendment and Library Services Course. One item that was brought up was that OPRA requests might get messy if you use your personal email to discuss library business. The recommendation was to use a BCCLS email for the purposes of library business. Ms. Lester will set up BCCLS emails for all of the Trustees.

C. Slate of Officers

Dr. McCaffrey will contact all of the Trustees before the January 18, 2023 Board Meeting to see if they are interested in being an officer in 2023.

D. Update on Hilton Branch Roof

The replacement of the Hilton Branch's slate roof was a capital request for 2022. Work at Town Hall resulted in funds being moved from the roof project. An asphalt roof would be less expensive than a synthetic slate roof, but will not last as long or be aesthetically pleasing. The consensus was to use the synthetic slate. The weathervane will be stored at DPW. One idea is to install is install on either the Hilton Branch or the gazebo.

E. Director Evaluation

This item was tabled for a closed session.

9. For Action

A. Consultant for FF&E Project Management

We have a proposal from McCoy and Simon. Janet Simon has a lot of experience and has already been working with Sage and Coombe. This proposal is for project management for furniture, fixtures and equipment (ff&e) procurement starting now until everything is installed. The services will be billed at an hourly rate of \$125.00 not to exceed \$28,000.00. The project manager would work with the architects, manufacturers of equipment, and installation contractors. They also provide move management assisting with planning logistics and scheduling for the transition of staff, library collections, technology, and materials to the new library. They will lead a Move Management Committee with library staff to plan and implement a smooth transition and assist with developing a change management plan to help staff feel comfortable with their new workspace. The fee for move management is \$125.00 per hour not to exceed \$7,000.00. Mr. Huemer moved to accept the proposal from McCoy and Simon for purposes of ff&e project management and moving management. Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

B. Cancel Uncashed Check

Dr. McCaffrey moved to cancel uncashed check #1159 totaling \$28.77 dated 11/17/2020. Mr. Huemer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

C. Resolution Authorizing Change Orders Number 1, 2, and 3 for the Construction Contract for the New Maplewood Memorial Library

In July, the Board authorized a contract to Pal-Pro Builders for \$16,780,000. When the dollar amount is changed, the Board has to approve it. The first change order is a credit of \$718.00 for a fence sign the Township paid for, but was part of the Pal-Pro contract. The second change order is for an additional \$391,138.00 for the asbestos abatement. The third change order is \$7,934.85 for removal of some bushes and a tree that was dying. The three changes amount to \$398,355.85 for a total contract amount of \$17,178,355.85 or 2.4% over the original value. An increase of 10% has to go back to the State Library for approval. Dr. McCaffrey moved to approve the resolution authorizing change orders 1, 2, and 3. Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

D. Resolution to Award contract of Professional Environmental Services to Perform the Sample Collection, Testing and Evaluation for the Report of Suspect Soil Encountered in the Rear of the Library

A sheen in the soil prompted the need for an environmental firm to test the soil and scan for an oil tank. There were once houses on the site before the Library was built. Dr. McCaffrey moved to approve the resolution to award a contract of professional environmental services to perform sample collection, testing and evaluation for the report of suspect soil at the Library site. S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

E. Internal Posting for Full-Time Teen Librarian

Dr. McCaffrey moved to approve internal posting for a full-time teen librarian, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

F. Opening Library Meeting Room at Hilton Branch to Maplewood Community Groups

Meeting rooms have not been available to outside groups since before the pandemic. Ms. Lester requested the Hilton Branch meeting room be offered to only Maplewood non-profit community groups during open hours. Dr. McCaffrey moved to open the Hilton Branch meeting room to Maplewood non-profit community groups, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None
[Mr. Huemer left.]

10. New Business

There was none.

11. Public Comment/Open Discussion

On behalf of The Friends, Laura Nial wished Emily Witkowski the very best adding she has been a terrific asset to the Library.

At 8:32 p.m., Mr. DeLuca moved to go into closed session to discuss a personnel matter, Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey, Purdon, White
Nays: None

At 8:37 p.m., Dr. McCaffrey moved to come out of closed session, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey, Purdon, White

Nays: None

12. Adjournment

There being no further business, De. McCaffrey moved to adjourn at 8:52 p.m., Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey, Purdon, White

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary