

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
February 15, 2023**

The February 15, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:31 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, Mr. Huemer, Dr. McCaffrey, and Dr. White [arrived during meeting]. Ms. Ezell, Ms. Latimer, Mr. Marchman, and Ms. Purdon were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, Ellen Davenport of the Maplewood Memorial Library Foundation, and Irene Langlois of the Library Staff.

2. Approval of Minutes

Tabled until a quorum was present

3. Public Comment

Laura Nial stated that The Friends’ membership renewal is moving along. Their budget year begins April 1 and the Library has given them a list of requests. The book sale will be early April and they will accept book donations on April 8 and 10.

4. Report of the Library Director

Ms. Lester’s January report was placed on file. She thanked The Friends for once again sponsoring so many things for the Library such as the Ideas Festival, museum passes, staff scholarships, and summer reading programs. There were two training programs for the staff in January. Rutgers Naloxone Training went over how to administer Narcan. Police Chief Sally came to the staff meeting and gave the staff an opportunity to ask questions such as when to call 9-1-1, when to push the panic button, and when to call the non-emergency number. In January, four young men came into the Hilton Branch holding large equipment – computers, gaming equipment – filming the staff. They were very loud and obnoxious waiting for interactions with staff members so they could film it. The police responded very quickly and defused the situation. On Saturday, February 11, a program of West African storytelling, music, and dance was held at the Hilton Branch. [Dr. White arrived.] Another program will be held on February 28 at 7 p.m., *Designing Restorative and Transformative Justice Spaces: A Conversation on Collective Love and Design* with Dr. Juan A. Rios, LCSW, Assistant Professor, Director of Master of Social Work, Seton Hall University.

2. Approval of Minutes

A quorum was now present. Mr. Huemer moved the minutes of the January 18, 2023 meeting, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

6. Treasurer’s Report

Mr. Huemer moved to adopt the January Treasurers Report, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

7. Presentation of Claims

The claims to February 15, 2023 totaled \$34,475.52. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

The building project claims to February 15, 2023 totaled \$29,682.84. Mr. Huemer moved that the claims be paid, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

7. For Information

A. Library Foundation Capital Campaign Update

Ms. Davenport reported that the Foundation sent out their annual fundraising letter town wide at the end of November 2022. At this point, \$43,000 has come in, and donations and pledges are still coming in. Total assets to date are about \$1,650,000. The first challenge grant was \$50,000 and was met. A Maplewood environmentalist initiated a sustainability challenge grant. The Lyons Club wanted to make a \$5,000 donation, the Service Men and Women League, and a former Board Member signed onto it bringing the challenge grant to \$35,000. Robert and Fay Marchman created a DEI Fund, and it's been very successful. The fundraising letter highlighted these two aspects and attracted different people. This community is very generous with their resources and their support. The Foundation is hosting a realtors' breakfast at the Hilton Branch on March 9th to provide them with information about the new Library. When weather permits, The Foundation will continue to host neighborhood gatherings. There is still a vacancy on The Foundation Board.

B. Construction Update

The third phase of the asbestos abatement is about to be closed. The Union is no longer in front of 51 Baker Street. Ms. Lester thanked Mr. DeLuca for resolving that. The steel should go up in a few months. There was a suggestion to post a sign at the site showing the progress of the fundraising. Meetings with the furniture consultant and two state contracted furniture dealers are scheduled at the end of the week. The Request for Bid for AV/IT will go out next week.

C. Book Challenges

Six LGBTQ+ books were challenged at the Glen Ridge Public Library. The public from Glen Ridge and Montclair came out to protest the restriction. In a unanimous vote held in front of a large crowd with standing room only, the Glen Ridge Library Board rejected that appeal.

D. 2023 Maplewood Ideas Festival

The Ideas Festival will be held during the last two weeks of April. So far, the lineup includes Michelle Miller, a correspondent at CBS News, in conversation with Carolyn "Cookie" Minick Mason on April 29, filmmaker and director, Matthew Galkin, whose Showtime series, *Murder in Big Horn* just came out. He will be joined by his co-director and editor. The Carol Buchanan award will be going to Audrey Rowe presented by Nancy Gagnier on April 19. On April 22, the NJ PAC ensemble will perform. On April 24, Amol Sinha, Executive Director of the ACLU NJ will be in conversation with Robert Marchman. On April 25, Eliza Minot will receive the Maplewood Literary Award. On

April 26, Seth and Todd Abramson will be here. Seth is the President of Rabbit Moon Productions, and Todd is a DJ on WFMU. Thanks to The Friends, Woman's Club, and The Foundation for their support.

E. Black History Month Events

This item was covered in the Report of the Director.

8. For Discussion

A. Library Organizational Structure

Tabled to closed session.

B. Change Time of April 19 Board Meeting due to Ideas Festival Event

The Carol Buchanan Award will be presented at 7 p.m. on April 19, so the Library Board Meeting will start at 6:00 p.m. at Town Hall. Mr. Huemer moved to change the time and location of the April 19 Board Meeting to 6:00 p.m. and hold it in the Maplewood Town Hall conference room, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

9. For Action

A. Approval of Contractors 4th and 5th Application for Payment

Mr. Huemer moved to approve the contractor's 4th application for payment that totals \$281,064.00. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

Mr. Huemer moved to approve the contractor's 5th application for payment that totals \$444,929.91. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

B. Approval of Changes Orders #4 & #5

Change Order #4 is for \$8,588.88 for removing the wood trusses to allow for additional asbestos abatement and masonry wall modifications. Change Order #5 is for \$20,296.74 for relocating Memorial Park lighting and police cameras to a temporary power service. Mr. Huemer moved to approve Change Orders #4 and #5, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

C. Pay-To-Play Resolution – Baker & Taylor

Mr. Huemer moved the adoption of the resolution authorizing the award of a non-fair and open contract to Baker & Taylor for the purchase of library materials, Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

D. Change Juneteenth Holiday from June 19 to June 16 to Align with the Township

At an earlier meeting, the Board approved June 19 as the Juneteenth holiday which is the federal holiday; but the Township and school district are observing the holiday on June 16 which is the state holiday. Dr. McCaffrey moved to change the Juneteenth holiday from June 19 to June 16, Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

E. Donate \$5,750 Grant from the Fraentzel Foundation to the Maplewood Memorial Library Foundation

Ms. Lester applied for and received a grant from the Fraentzel Foundation. She requested the check go to The Foundation, but it came to the Library. Mr. Huemer moved to donate the \$5,750 grant to The Maplewood Memorial Library Foundation, Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

F. Refund the Township \$7,999.27 from EarthCam

Dr. McCaffrey moved to refund the Township \$7,999.27 from EarthCam to go back into the Library Architectural and Engineering account, Dr. White seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

10. New Business

The design for the Hilton Branch roof is complete. We're waiting for budget approval.

The new plants at 51 Baker Street are supposed to be self-maintaining. There is \$25,000 for landscaping in the Library's operating budget that goes to DPW that may have to go to a landscaper.

11. Public Comment/Open Discussion

Mr. DeLuca read the following reasons for holding a closed session from the Open Public Meetings Act:

- Matters made confidential by state, federal law or rule by court.
- Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing.
- Disclosure would impair the body's right to receive federal or state funds.
- Collective bargaining.
- Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest.
- Investigations into violations of law.
- Strategies to protect public security.
- Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply.

- Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing.
- Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.

None of these bullets apply to the discussion of the Library organization structure, so it was held in open session.

Procedurally, the Library's current structure has not worked as well as in the past. It is dissimilar to other libraries the same size. Six employees left in 2022. It was hoped many of them would grow in their Library careers. Going forward, Ms. Lester would like to create a non-union Assistant Director position focused on personnel and public service. This would help with organizational efficiency, retention, and succession planning. Additionally, as far as retention goes, there are two part-time Library Assistant positions that have been hard to keep filled. Ms. Lester proposes taking a 24-hour and a 28-hour library position and combining them into one full-time Library Assistant position assuming someone would take that internally. Next would be creating a full-time Supervisory Library Assistant position, which did exist, but the person retired and the position has not been filled. The first position to be filled would be the full-time Library Assistant, second the Supervisory Library Assistant, and the third would be a Senior Librarian/Social Media Coordinator. Social media was handled by the Teen Librarian, which is also an unfilled position. The final posting would be for Assistant Director. This is all within the budget if phased in by May 30. Per the contract, all positions will be posted internally for ten business days and then posted externally. The question of hiring a diverse staff if posting internally came up. If the candidates were new to the Library, the budget would have to be increased. In order to do what you are suggesting, four staff members would have to leave first. In the interest of having a diverse pool of applicants, do we want to post externally after the ten days of internal posting? After a long discussion, Mr. Huemer moved to post internally for a full-time Library Assistant and a full-time Supervisory Library Assistant, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

The discussion will continue at the March 15 meeting. The Trustees requested Ms. Lester further explain the positions, what the Assistant Director will free the Director up to do, what is the timeline for creating the Assistant Director, and explain if any positions be eliminated or added.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 9:01 p.m., Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, White

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary