

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

February 17, 2021

Via Zoom, the February 17, 2021 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, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Ms. Ezell was absent. Also present: Ms. Lester, Director, and Amalia Butler of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the January 20, 2021 meeting. Ms. Winston seconded and the motion carried.

Ayes: Cuttle, DeLuca, Latimer, Marchman, McCaffrey, Purdon, Winston

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester’s January Report was placed on file. Amalia Butler is present as the Union Rep this evening. Amalia spoke about the services provided in the Children’s Room such as book bundles, take and make kits, and virtual programs. Recently, fifty Lunar New Year take and make themed kits went out. The ESOL classes have returned virtually, but the classes are not as large. There will be more feedback at the end of February. As Chair of the Public Policy Committee, Ms. Lester has been spending a lot of time on virtual legislative visits advocating for increased per capita state aid and increased network aid. Library network funding comes from IMLS and the state. That is for databases and ILL delivery. There is a \$21,000,000 ask for digital equity throughout the state for both broadband and hotspot funding for all of the counties, \$1,000,000 per county. [Mr. Huemer arrived.] The library’s first Black History Month program on Basquiat was very well attended. Amalia added that the Children’s Room has three take and make projects centered on inventions by African-Americans and has been hosting Express Yourself Studios. On Friday, February 19, there is a family storytime, “Moments in Black History.”

5. Report of the Treasurer

Mr. Huemer moved to adopt the January Treasurers Report. Ms. Purdon seconded and the motion carried.

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

Nays: None

6. Presentation of Claims

The claims to February 17, 2021 totaled \$37,105.29. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

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

Nays: None

7. For Information

A. Maplewood Township Ordinance 3017-21

The Township Committee voted on the bond ordinance for \$12,000,000 for the library construction. Ms. Lester thanked Mr. DeLuca for all the work he has done as well as the Mayor and all the Township Committee members for voting to approve this. Mr. DeLuca explained the timeline. The bond will be issued in the News Record on February 18. There is a 20-day review where anyone could gather signatures to oppose it and force a referendum vote. In March, the current cash flow needs will be assessed for the project. Money will be borrowed through notes. There is a second bill from the architect that will be paid with bond funds in March or April.

S. Cuttle has heard there are people who think we are not on-board with the plan, and the \$12,000,000 bond is encroaching upon fiscal irresponsibility. Mr. DeLuca stated that there is a defined process. They would have to go out and do a petition and gather a percentage of registered voters who are opposed to the bond issue. At this point, no one has spoken against it or approached the Township Committee opposing it. Mr. Huemer stated that this is the biggest state grant the Town has ever received. It is like getting a new Library at half off. Maplewood has been very prudent in borrowing. The borrowing ratio is 1.05%, which is a third to a quarter of the threshold.

B. Capital Campaign

Ben Cohen or Ellen Davenport will be invited to the March Board meeting to talk about the capital campaign. The Foundation's strategy is to raise \$2,000,000. Right now, they have \$1,200,000. They are looking for neighborhood captains to host Zoom parties to get people excited about the campaign. [Madeline, reporter from TAP Into SOMA entered the meeting.] They are contacting donors that wanted to wait until the grant was awarded before making a donation. There is 100% participation from the Library Board of Trustees, the Friends of the Library, the Foundation Board, and a large percentage of the Library staff. Vicki Bixel, Ellen Davenport, and Ms. Lester met with a New Jersey based foundation and will give them a proposal for their next grant cycle. The next Foundation event will be on March 22 with Marc Morial and Rebecca Blumenstein. Marc is the President of the National Urban League and former Mayor of New Orleans. He lived in Maplewood for a very long time and now lives in South Orange. Rebecca is the Deputy Editor, publisher's office at the New York Times. The events are attracting people to the campaign. Patrons coming into the Library are very excited about getting a new library.

C. Library Book Bike

The Library is in the process of ordering an electric-assist book bike from Pedal Positive. Aspen, CO and Hoboken, NJ both have this bike. The Library Foundation and the Fringe Collaborative funded the bike in memory of Danny Ives. It will be safety yellow and branded Maplewood Library.

D. Black History Month Events

This was covered in the Director's Report. All of the events can be found [here](#). The Maplewood Arts Council designed the poetry displayed around town.

E. Women's History Month

This is being coordinated in Maplewood and South Orange under Township Committee member, Nancy Adams. The Library will hold a women's writers panel on March 15. On March 18, The Hilton Neighborhood Association will have a program where Ms. Lester will present, *The Women Who Built the Maplewood Library* (flyer attached) to talk about the history of the Library. Other events are being planned and can be found [here](#). In the past, Maker's Day has been part of the Ideas Festival. This year is it virtual and will be held on March 19 and 20.

8. For Discussion

A. Sustainability

Atelier Ten, a subcontractor of Sage and Coombe, held workshops on sustainability and LEED point certification. Ms. Winston stated they gave a great presentation about facets of the project that are going to be sustainability oriented. The solar panels are an important part of the project. Rainwater collection will be part of the project. The cost of moving from gas to an all-electric system as well as solar panels on the entire roof will be known soon. The goal is to get Silver LEED Certification. The Library's walkability location is great for sustainability.

B. Cost Estimate

The conceptual design phase is finished. The cost estimator should have a report by the end of the week. There will be a meeting on February 25 with Sage and Coombe and a Building Committee meeting on March 1. At that point, decisions will be made after the costs are known. There will be bid alternates to all of these things so we can choose.

C. Design Development and Timeline

The Building Committee will meet on March 1 to approve what happened so far. Then, specifications of everything comes into play. Over the past month, the Library Department Heads have met with Christina Draghi, the project manager at Sage and Coombe, twice to go over each of the main areas. The Department Heads have met with Ms. Lester weekly to talk details. The Department Heads are meeting with their staff about spaces within the Library. A sustainability team has met consisting of Ms. Lester, Ms. Winston, Mr. DeLuca, Robert Nealon, Bob McCoy-Head of the EnvironAction Committee, Tracey Woods-Head of the Green Team, Fred Profeta- former Mayor and involved in the LEED certified police station, and Husam Zeidan-Assistant Township Engineer. An IT committee met consisting of Robert Nealon, a consultant from BCCLS, Glenn Michalowski-Assistant Township Administrator, Ms. Lester, Mr. DeLuca, and Joanne Beckerich. On March 22, the sustainability team will meet again with the commissioning agents who test everything after it is built to make sure it is to specifications and meets codes. After this, there will be design development and construction documents. Ms. Lester will meet with shelving vendors in the next week.

9. For Action

A. Pay-to-Play Resolution – Baker & Taylor

Tabled until the March meeting.

B. Post Full-Time Library Assistant Position

Two full-time Senior Library Assistants will be retiring at the end of March. Ms. Lester would like to post one full-time Library Assistant position as soon as possible. Mr. Huemer moved to start the process of posting for a full-time Library Assistant, Ms. Latimer seconded and the motion carried.

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

Nays: None

C. Revise Main Saturday hours to 2pm-5pm and open up to indoor access on March 6

Ms. Lester proposed that starting March 6, considering all health and safety measures, to open the Main Library to indoor access and change the hours to 2 p.m. - 5 p.m. Mr. Huemer moved to open the Main Library from 2 p.m. to 5 p.m. at the discretion of the Library Director starting March 6, Mr. Marchman seconded and the motion carried

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

Nays: None

10. New Business

The school librarians are planning to meet with the public librarians about the summer reading program in March to create vibrant reading lists for elementary, middle, and high school students. Ms. Latimer was awarded the \$1,100 Teaching Visual Literacy: One Graphic Novel at a Time Achieve Grant for the school district.

Foundation member, Ibi Zoboi, will receive the Walter Dean Myers-We Need Diverse Books Award from the Librarian of Congress on March 12.

11. Public Comment/Open Discussion

Amalia thanked Ms. Lester stating she has been a great leader during this terrible time of COVID. She also thanked the Trustees for all of their guidance and support of the Library staff.

12. Closed Session – Non-Contractual Personnel 2021 Salary

Tabled until the March meeting.

13. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:32 p.m., Ms. Winston seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary