

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
March 16, 2022**

Via Zoom, the March 16, 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: Mr. DeLuca, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. S. Cuttle and Ms. Ezell were absent. Also present: Ms. Lester, Director; Laura Nial of the Friends; and Joanne Beckerich of the Library Staff.

2. Minutes

Ms. Latimer moved the minutes of the February 16, 2022 meeting, Ms. Purdon seconded and the motion carried with Ms. Winston abstaining as she was not present at that meeting.

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

Nays: None

Abstain: Winston

3. Public Comment

Laura Nial stated that the Friends would collect books on March 25 through 29 for the April 1 and 2 book sale to be held from 10 a.m. – 4 p.m. at 129 Boyden Avenue.

4. Report of the Library Director

Ms. Lester’s February Report was placed on file. She added that the first live storytime since the pandemic started took place at The Woodland on March 15 and another will be held in two weeks. With Joanne Beckerich’s direction, DPW moved trees and shrubs from 51 Baker Street to the Hilton Branch.

5. Treasurer’s Report

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

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

Nays: None

6. Presentation of Claims

The claims to March 16, 2022 totaled \$18,717.02. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

Nays: None

The building project claims to March 16, 2022 totaled \$91,480.65. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

Nays: None

7. For Information

A. Building Project Update and Advertisement of Bid

The construction documents are 100% complete. The holdup is the advertisement of the bid. The bid documents for any project over \$12,500,000 have to be reviewed and approved by the New Jersey Office of State Comptroller. The bid documents have been sent to the state and sent back with comments. The state must approve the documents before going forward. March 10 was the intended date to go out to bid. The Township is not authorized by the state to do a prequalification of contractors. On big jobs, you want all of the contractors to be prequalified and vetted by the state. The Township Engineer suggested moving forward without the prequalification. The architects, engineers, construction manager, and Township attorney will meet on March 17 to sort this out. This is set up so the Library Board approves the bills and then forwards them to the Township Committee. The Township Committee approves and then pays the bills. The grant from the state is received by the Library. The Library moves the grant to the Town, and the Town pays the bills. The state review asks if you have both bodies approving the contract, who is the ultimate authority? Township attorney, Roger Desiderio, feels the Town should be the ultimate authority. Mr DeLuca proposed the following to clarify authority:

The Maplewood Memorial Library Board of Trustees authorizes the Township of Maplewood to act as its agent in the solicitation of construction bids and the execution of a construction contract for the Maplewood Memorial Library Construction Project.

Mr. Huemer moved to adopt this statement giving the Township of Maplewood the authority, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

In order to be authorized to prequalify contractors, we have to advertise in two papers 20 days before a decision to apply. The Township Committee will have to have this on their April 19, 2022 agenda, then send the application to the state, and then the state has to approve it. To move ahead without the prequalification, we would have to investigate the contractor and steel, plumbing, electric, and HVAC subcontractors, which puts the onus on us. Our contractor is going to be reputable and bring in reputable subcontractors. We'll have references and look at their work. This is all because you have to go with the lowest responsible bidder. We can go out to bid and go out to prequalification at the same time. If we don't like the bid, go out again. Our intent is get this going and get it out to bid by May. Ms. Lester suggested putting a big sign on the grounds of 51 Baker saying, "Coming Soon" to keep people informed.

B. Town Hall Meeting with Sage and Coombe on 3/22 at 7 p.m.

The Sage and Coombe virtual Town Hall meeting is on Tuesday, March 22 at 7 p.m. It will concentrate on design plans. The presentation may be view [here](#).

C. Ideas Festival

Joanne Beckerich organizes and does all the publicity for the Ideas Festival. The Festival starts on April 18 and ends on April 29. The lineup may be found [here](#).

D. COVID Protocols

Following the Town guidelines, masks are optional in the Library. There is still a one-hour time limit, and the capacity limits are 12 at 129 Boyden Avenue and 24 at the Hilton Branch. The public has been understanding and appreciative.

8. For Action

A. Donate \$6,750 grant from the Fraentzel Foundation to the Maplewood Memorial Library Foundation

Ms. Lester requested that this year's \$6,750 gift from the Fraentzel Foundation be donated to the Maplewood Memorial Library Foundation. Dr. McCaffrey moved to turn the Fraentzel gift over to the Foundation, Ms. Winston seconded and the motion carried.

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

Nays: None

B. Resolution Authorizing Change Order for Asbestos Abatement

Dr. McCaffrey moved the resolution authorizing the change order for asbestos abatement, Ms. Latimer seconded and the motion carried.

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

Nays: None

C. Change April 20, 2022 Library Board Meeting Start Time to 5:00 p.m.

To avoid a conflict with the April 20 Ideas Festival program, Ms. Lester requested the Library Board Meeting start at 5 p.m. Dr. McCaffrey moved to change the start time to 5:00 p.m., Ms. Winston seconded and the motion carried with Ms. Purdon abstaining.

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

Nays: None

Abstain: Purdon

9. New Business

Mr. Huemer explained that the Federal Reserve is raising interest rates. That affects the Cumberland portfolio; however, the portfolio is still way above the minimum that must be retained and a substantial donation towards the building project is still feasible.

The Library received a \$10,000 grant from the American Library Association/National Endowment for the Humanities. It will be used towards a late spring or early summer appearance by Nikole Hannah-Jones, Pulitzer Prize-winning reporter for The New York Times Magazine and creator of the landmark 1619 Project.

Mr. DeLuca stated that the cost of the cleanup (Servepro), the list of equipment lost, and the HVAC system lost due to Hurricane Ida at 51 Baker Street has been submitted to FEMA. Additionally, FEMA has a mitigation program. Since the mechanicals will be moved to the roof along with pouring a pressure slab in the basement, we will apply for mitigation money.

The Ukrainian flag will be raised in front of Town Hall on Saturday, March 19 at 9:30 a.m.

When the weather is warmer, 129 Boyden Avenue may open up outside spaces for patrons as well as coordinate storytimes and concierge service at the pool.

10. Public Comment/Open Discussion

Laura Nial thanked Mr. DeLuca and Ms. Lester for their persistence and dedication.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:29 p.m., Mr. Marchman seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary