

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

**March 17, 2021**

Via Zoom, the March 17, 2021 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:34 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 [arrived during meeting], Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ellen Davenport of the Maplewood Memorial Library Foundation; Rae Paltiel of the Friends of the Library; Ms. Lester, Director; and Emily Witkowski of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the February 17, 2021 meeting. Ms. Latimer seconded and the motion carried.

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

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester’s February Report was placed on file. She added that Library patrons have voiced how important our services are and how grateful they are that the Library is open. She commended the staff for doing this so well. Heidi Wolfley and Karen Paradiso are retiring on March 31. They both started working at the Library in 1993. Both Heidi and Karen staff the circulation desk. Heidi is responsible for a lot of the book ordering. Karen accessions the new books and is responsible for the outreach to all the homebound and Winchester patrons. Ms. Lester read the following letter from Seymour Hollander who passed away in 2017:

“There are many libraries that serve clients from pre-K to post-grad. Mine is the Maplewood, NJ 07040 Library. It serves the town but also serves the retirement community “because the average age is 83 and residents have left work years ago.” This note is to commend both the Town and the Library for recognizing the limitations on our mobility by the service that delivers sought after books and picks up returns. Karen Paradiso is one of our ambassadors to the world of literature and does some of the necessary driving to extend the reach of the suburban library. Seymour Hollander”

That is just one of the letters we received. During the pandemic, many people from Winchester have reached out to Karen. Both Heidi and Karen have had interactions with the public that are so meaningful.

The Wall Street Journal is now accessible to Maplewood Library cardholders online through our website. She encouraged all to look at the Library’s website for all the available resources. On March 18 at 7:30 p.m. via Zoom, the program *The Women Who Built the Library* will be presented.

5. Report of the Treasurer

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

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

Nays: None

6. Presentation of Claims

The claims to March 17, 2021 totaled \$34,928.59. The building project claims totaled \$117,972.25. Mr. Huemer moved that the claims be paid, Ms. Winston seconded and the motion carried.

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

Nays: None

7. For Information

A. Foundation Update

Ms. Davenport thanked the Trustees for the opportunity to present an update on the Foundation's plans going forward. Through the pandemic, the Foundation has continued to receive donations. One of the reasons is that Ms. Lester and the staff have kept the Library accessible to everyone and, therefore, people are aware that we are still moving forward with the project. Last November, the Foundation sent a status letter notifying all the donors that the Library received the state grant. They did not ask for money, but said they would come back for money this year. Donations were sent anyway. There are three new Foundation Board Members: Robert Ladd, Jenifer Steig Strugger, and Ibi Zobi. The Foundation's certified audit resulted in a clean report. As a way of keeping a high profile, the event committee put together a Zoom series of interviews called *E Pluribus Unum*. The interviewer is Rebecca Blumenstein, a longtime resident of Maplewood and the Deputy Editor of the Publisher's Office of The New York Times. The first interview in September was with Alberto Ibarguen, Head of the Knight Foundation. He talked about growing up in Maplewood and South Orange and the value of philanthropy. In January, John Palfrey, President of the MacArthur Foundation was interviewed. The MacArthur Foundation supports libraries nationwide. The final interview will be on March 22 with Marc Morial, former mayor of New Orleans and past President of the U.S. Conference of Mayors. The topic of discussion will be how our library can play a bigger role in fostering a more equitable Maplewood. The final phase of the fundraising plan, the neighborhood campaign, is now through August. The objective is to have everyone envision the new building, get excited about it, and buy in. It involves an organization of neighborhood captains inviting their neighbors to a gathering site to talk about the project and the campaign goals. There will also be a kid's campaign because the library is important to them too. Details are being worked out. From September through December, The Foundation will send a town wide mailing asking everyone to participate in the campaign. Email and media solicitation will be used to get the word out. Ongoing activities include contacting people who indicated their support for the Library, but have not done so yet. Donors will be updated regularly on the progress of the project. The Foundation intends to apply to other foundations for major gifts. Over \$1,000,000 has been raised. The goal is to reach \$2,000,000. We are applying to the Hyde and Watson Foundation this spring. The manager of Investor's Bank has indicated they would help fundraise. Ms. Davenport tells everyone that they are going to love the new library. She passed along Ben Cohen's thanks for all the support given to the Foundation.

Dr. McCaffrey thanked Ms. Davenport for her presentation.

B. Building Project – Design Development and Sustainability

The Sage and Coombe presentation was sent to all the Trustees previously. The design development phase has begun and the conceptual design phase is over. Ms. Lester has bi-weekly meetings with the design team. Meetings with the IT/AV, LEED and Sustainability, Building and Engineering, and Finance teams have also taken place. On April 13, the plan will be presented to the Maplewood Planning Board. This is necessary in order to get permits. When the design development is complete, construction documents are prepared which will take about six months. We should be ready to go out to bid towards the end of 2021. Money permitting, it would be beneficial to have a Clerk of the Works to look at the construction documents as they are going along; but if that is not possible, then for the bid solicitation and bid reviews. [Mr. Marchman arrived.] The next meeting is on landscaping. The design team will also visit the site to do another walk through to look at the beams in the attic and see what can be reused.

C. Interim Location

This has not been confirmed. Timing has to be scheduled through BCCLS to make sure the technology infrastructure is in place before moving in. One of the possibilities is the OEM building or a trailer similar to a classroom trailer that would be located on the site of the Hilton Branch Library. The Hilton Branch will be used as a children's library and the interim site for adult services. S. Cuttle asked if there would be shuttle service for seniors and others to access the site at the OEM building. The building is accessible.

D. Library Assistant Position

There are four part-time internal candidates for the full-time Library Assistant position. Interviews are being conducted.

8. For Discussion

A. 2021 Library Budget

This item was tabled until the April meeting. The Township will receive one time stimulus money of \$2,400,000 but is not sure how that has to be used. The New Jersey State Library will receive \$3,500,000 from the American Rescue Plan Act, which may go towards state aid to libraries. The pandemic resulted in the need to purchase more costly electronic materials this year. That may not be the case next year.

9. For Action

A. Resolution on Finances and Grant Funds Received

The state will send the grant money to the Library as the grantee. It would be easier to account for grant money and the Township's bond money if the Township does the paying. What the resolution does is open a dedicated bank account so the money from the state and Foundation can be deposited into the Library's dedicated account and then transferred to a dedicated Township account. The resolution also states that invoices will be received by the Library, approved by Ms. Lester, put on a separate Claims list, and then submitted to the Township for payment. Everything from the construction and the grant will be separate from the day-to-day operations of the Library. Mr. Huemer moved to adopt the resolution as written, S. Cuttle seconded and the motion carried.

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

Nays: None

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

The Library purchases books exclusively from Baker & Taylor because they are the only vendor that will also process the books. Since the Library spends over \$17,500 (the threshold) for books annually, Baker & Taylor has to certify that they have not made any contributions to the Township's elected officials to receive our business. Mr. Marchman moved to approve the Pay-to-Play Resolution, Ms. Winston seconded and the motion carried.

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

C. In house posting for 24 hour-per-week part-time Library Assistant position at Main Library

Ms. Latimer moved to post for a 24-hour-per-week part-time Library Assistant position, Ms. Winston seconded and the motion carried.

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

10. New Business

Dr. McCaffrey drafted a statement about anti-Asian violence which can be found [here](#). May is Asian Pacific Heritage month. Ms. Latimer stated that the school librarians would collaborate with the Library on programming. Dr. McCaffrey suggested curating a reading list and added that it is important to talk about the historic depth about racism against Asian-Americans in this country. Ms. Winston agrees that is important. There is a disconnect when there is racism against Asians. Ms. Lester would like to meet with Ms. Winston and Ms. Latimer to discuss books and programming. Mr. Marchman suggested bringing in other ethnicities to support programming. Allyship is going to be important. There is a complexity about not wanting to talk about this and being victimized. Also having a concern about not taking away from Black Lives Matter. You have to be proactive and say it is not exclusive to have that conversation. Mr. Marchman moved to approve the statement and have it posted on March 18, Ms. Winston seconded and the motion carried.

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

11. Public Comment/Open Discussion

Rae Paltiel stated she thinks the statement against Asian violence is wonderful and wished everyone a Happy St. Patrick's Day.

12. Closed Session – Non-Contractual Personnel 2021 Salary

At 8:30 p.m., Mr. DeLuca moved to go into closed session for purposes of discussing a personnel issue, Mr. Huemer seconded and the motion carried.

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

At 9:29, Mr. DeLuca moved to come out of closed session, Mr. Huemer seconded and the motion carried.

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

Nays: None

By action of the Library Trustees at their regular meeting on Wednesday, March 17, 2021: Kathryn Goldfine was granted a 4.5% increase retroactive to January 1, 2021.

13. Adjournment

There being no further business, Mr. DeLuca moved to adjourn at 9:30 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon  
Secretary