

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

The March 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: Mr. DeLuca, Ms. Ezell, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, and Dr. White. S. Cuttle and Ms. Purdon were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Cindy Mondino of the Library Staff.

2. Approval of Minutes

Mr. DeLuca moved the minutes of the February 15, 2023 meeting, Dr. White seconded and the motion carried with Ms. Latimer abstaining as she was not present at that meeting.

Ayes: DeLuca, Ezell, Marchman, McCaffrey, White

Nays: None

Abstain: Latimer

3. Public Comment

Laura Nial stated that The Friends would collect book donation on Saturday, April 8 from 10 am – 2 pm and Monday, April 10 from 10 am – 4 pm at 129 Boyden Avenue. The book sale will be on Friday, April 14 and Saturday, April 15. She added that within the last few months, The Friends lost two long time members, Anne Smith and Mimi Fogel. They will both be missed. Mimi also volunteered in the Children’s Room.

4. Report of the Library Director

Ms. Lester’s February report was placed on file. She introduced Cindy Mondino, part-time Library Assistant, who is celebrating her 16th year at the Library. Twenty-three candidates applied for the Teen Librarian position. Five phone interviews and three in-person interviews followed. The position has been offered to Ayoola White, and she has accepted. Ayoola will start on April 3. She is a graduate of Mount Holyoke magna cum laude with a BA in cultural anthropology and dual masters in library science and art history from Simmons University. She was a fellow of the Blue Ridge Fellowship for the Robin Hood Foundation in NYC and previously the emerging technology librarian at Jersey City and a reference librarian at Newark Public Library. She is a recipient of the E .J. Josey Scholarship Award from the Black Caucus of the American Library Association. She will be working in both buildings but will be based at the Hilton Branch. Sigfredo Montijo, Jr. has been offered and has accepted the Supervisory Library Assistant position. Makayla Jiggetts has been offered and has accepted the full-time Library Assistant position. At the Hilton Branch on March 23, the film, [*Madan Sara*](#), will be shown, and [*Makers Day*](#) will be held on Saturday, March 25.

5. Treasurer’s Report

Tabled until Mr. Huemer arrived.

6. Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Construction

The new timeline shows completion in April 2024. The footings for the basement are going in. [Mr. Huemer arrived.] The meeting with the realtors was very successful. Large renderings of the new Library will go up on the fence at 51 Baker Street.

B. EBSCO Solar Grant

The Library's periodical vendor, EBSCO, has a solar grant for up to \$300,000. The application is due on April 21. Robert Nealon has been working on the application with Eric Lozauskas. The Library Foundation will apply for the grant on behalf of the Library. Mr. DeLuca moved to authorize Ms. Lester to apply for the grant, Mr. Huemer seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

The ESOL grant application is due in April. Mr. Huemer moved to authorize the Library to apply for the ESOL grant, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

C. Ideas Festival

Michelle Miller's new book, *Belonging*, was released yesterday. This book will be discussed with Carolyn "Cookie" Minick-Mason on April 29 at Town Hall. The press release with the specific events is going out on March 16 to all of the media outlets in town. Robert Marchman will be moderating an event with the Executive Director of the NJ ACLU. Mr. DeLuca suggested listing the events in the Star Ledger's calendar of events section.

5. Treasurer's Report

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

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

6. Presentation of Claims

The claims to March 15, 2023 totaled \$28,241.94. Mr. Huemer moved that the claims be paid. Dr. White seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

The building project claims to March 15, 2023 totaled \$30,614.96. Mr. Huemer moved that the claims be paid, Dr. White seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

8. For Discussion

A. Design Justice

The program with Dr. Juan A. Rios discussed how to design spaces that are equitable for all. Mr. Marchman would like Dr. Rios to do a session with the Library Board and the staff.

B. Organizational Structure.

This was introduced at the February 15, 2023 Board Meeting. The Supervisory Library Assistant and the full-time Library Assistant positions were posted. That has moved the Library forward with diversity and retention in mind. The creation of an Assistant Library Director as well as a Senior Librarian of Adult Services/Social Media Coordinator positions is desired. This is a structure more commonly used at libraries our size. It would not increase the size of the staff. These would be internal postings for Assistant Director and Senior Librarian/Social Media Coordinator.

9. For Action

A. Authorize Change Order #1 for Professional Environmental Services for Asbestos Abatement Oversight and Air Sampling

Dr. McCaffrey moved to authorize change order #1, Dr. White seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

B. Authorize Change Order #6 for the Construction Contract

Mr. Marchman moved to authorize change order #6, Ms. Ezell seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

C. 2022 Budget Line Transfers

Mr. Huemer moved to approve the Resolution to authorize budget appropriation transfers for 2022, Ms. Ezell seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

C. Close Both Library Buildings at 6pm Mon-Thurs, April 17 - April 20 and April 24 – April 27 During the 2023 Ideas Festival

Dr. White moved to close both library buildings at 6 pm on April 17 through April 20 and April 24 through April 27, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

E. Internal Posting for Assistant Director

Mr. Huemer moved to post internally for an Assistant Director position, Mr. Marchman seconded and the motion carried.

Ayes: Ezell, Huemer, Latimer, Marchman, McCaffrey

Nays: DeLuca

Abstain: White

F. Internal Posting for Senior Librarian/Social Media Coordinator

Mr. Huemer moved to post internally for the Senior Librarian/Social Media Coordinator position, Mr. Marchman seconded.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

G. Posting for Hourly Substitute Librarian

Mr. Marchman moved to post for an hourly substitute Librarian, Dr. White seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

H. Posting for Hourly Substitute Library Assistant

Mr. Marchman moved to post for an hourly substitute Library Assistant, Dr. White seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

10. New Business

Mr. DeLuca was able to get 1,000 KN95 free facemasks for the Library.

11. Public Comment/Open Discussion

The Friends will have a table at the Community Volunteer Fair on March 26 at The Woodland. The Maplewood Memorial Library Foundation will announce a brick fundraising campaign soon. There was a discussion about donating to the Foundation from the Stokes Fund.

12. Adjournment

There being no further business, Dr. White moved to adjourn at 8:55 p.m., Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Ezell, Huemer, Latimer, Marchman, McCaffrey, White

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary