

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
March 18, 2020**

The March 18, 2020 teleconferenced meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:35 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, Dr. McCaffrey, Ms. Purdon and Ms. Winston. Also present: Ms. Lester, Director.

**2. Minutes**

Mr. DeLuca moved the minutes of the February 19, 2020 meeting, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, Latimer, Marchman, 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.

**5. Treasurer's Report**

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

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

**6. Presentation of Claims**

The claims to March 18, 2020 totaled \$55,219.82. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

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

**7. For Information**

**A. Ideas Festival**

All of the Ideas Festival events have been postponed, and the slated presenters have all been very understanding and supportive. When it is possible to do so, the events will be rescheduled and will probably be spread out over a month's time.

**B. 28 Hour Children's Librarian Position at the Hilton Branch**

Thanks to Irene Langlois and Jane Folger, a new Hilton Branch Children's Librarian was hired. Mary Boykoff will start on March 30, 2020. This is a 28 hour per week, unbenefited position.

8. For Discussion

A. Temporary Library Closure and Online Services

The last day the Library was open was Saturday, March 14. It was an extremely busy Saturday. Plans are being made to ramp up the Library's online services and get the word out. The Children's Librarians will have online story times. There are ebooks and audiobooks through OverDrive and ebooks, audiobooks, movies, and TV through Hoopla. The monthly limit to Hoopla has been raised from 5 to 7 uses per patron per month. Online library cards will be made available which will be good for two months after which residents will have to come in to verify their registration. The Library is open to suggestions for more online services. Emily Witkowski, a Fellow at Johns Hopkins, has reached out to Candice Davenport to find out what kind of help Johns Hopkins can give us. The purchase of ebooks has been boosted to accommodate the anticipated increase in this resource. MacMillan has abandoned their library ebook embargo. Ebooks are accessible for children through the Library's Kids page. The school district librarians will continue to work on the summer reading lists. All of the Library's hotspots have been lent out to patrons. The Township will arrange to have a service come in to spray antimicrobial disinfectant in both of the Library buildings on Saturday, March 21.

B. Staff Working Remotely

Weekly full staff meetings and departmental staff meetings are scheduled using Zoom.

9. For Action

A. Resolution Retaining Granite Telecommunications to Manage Telephone Services

This item was tabled.

B. Transfer 3 Month CD to Checking Account

The Library's 3 Month \$20,000 CD matures on March 20, 2020. Mr. Huemer moved to convert it to cash and deposit the funds into the Valley National checking account and then move it to BCB Bank, Ms. Purdon seconded and the motion carried.

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

Nays: None

C. Raising the Cap for Library Consultant Fee

Leslie Berger has been working on the Building Program. Ms. Lester asked for approval to add an additional \$1,000, if needed, to Ms. Berger's contract raising the cap to \$3,500. Mr. Huemer moved to approved the additional \$1,000, S. Cuttle seconded and the motion carried.

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

Nays: None

10. New Business

S. Cuttle stated that she believes this will be a longer haul than two weeks for the Libraries, the school district, and the community and wanted to talk about that. Mr. Huemer would like to add an item to the April Agenda to discuss the long-term implications. The date when the school district and Library will reopen is an unknown. The end of March is the initial plan. The Township Committee is making contingency plans to extend whatever restrictions are put into place. Under the governor's order, there is no way the Library can open until an "all clear" message is sent. Social distancing would be difficult because of the amount of people that come into the buildings. Although the Library Board is in-charge, it is beyond their control.

There are 21 staff members who are salaried and benefited and 13 staff members who work more than 6 hours per week. They will get paid for their scheduled hours for at least the two weeks through March 27. This is consistent with what the Township is doing. The Township is looking closely at the Federal Government unemployment insurance. If drastic measures have to be taken, we can work with our employees so they can get some income coming in.

The Library is moving forward with the application for the construction grant. The Library is asking for \$8,400,000 and has been working the architects over the past couple of weeks. There may be a postponement of the April 6 deadline. Whether it's April 6 or any time after that, the Library is prepared to send in the application.

Dr. McCaffrey expressed her appreciation to everyone who has been working so hard on the construction grant. She acknowledged that hopefully there will be an opportunity to celebrate Mr. DeLuca who is scheduled to be honored by the Rotary Club on April 30. She thanked him for his leadership.

11. Public Comment/Open Discussion

There was none.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:07 p.m., Ms. Purdon seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon  
Secretary