

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
April 19, 2023**

The April 19, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 6:01 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 [arrived during meeting], Ms. Latimer, Dr. McCaffrey, and Ms. Purdon. Mr. Marchman and Dr. White were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Amanda Eigen of the Library Staff.

2. Approval of Minutes

Mr. DeLuca moved the minutes of the March 15, 2023 meeting, Ms. Ezell seconded and the motion carried with S. Cuttle and Ms. Purdon abstaining, as they were not present at that meeting.

Ayes: DeLuca, Ezell, Latimer, McCaffrey

Nays: None

Abstain: Cuttle, Purdon

3. Public Comment

Laura Nial stated that The Friends held their spring book sale on April 14 and 15 and netted \$3,800. She thanked Mr. DeLuca for helping get the space ready. The donations were stopped after 4 hours because so many came in, they ran out of room.

4. Report of the Library Director

Ms. Lester’s March report was placed on file. She added that The Friends gave out the Ideas Festival flyers at the book sale and that was very helpful. Jenny Zbrizher is now our Senior Librarian and Social Media Coordinator. Our new Teen Librarian, Ayoola White, started. She is meeting a lot of people. The school district wants as much interaction as she can give. Stacia Barnet, who has been a Library Assistant since 2008 just resigned. She did all the homebound deliveries and there was a nice sendoff for her at Winchester Gardens.

5. Treasurer’s Report

Tabled until Mr. Huemer arrived.

6. Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Construction Update

The Foundation is sending in an application for an EBSCO 2023 Solar Grant. EBSCO is the Library’s magazine subscription and several databases provider. They are also organizing more neighborhood parties. The waterproofing and footings of the new library going in. There is a lot of oversight from the commissioners for the enveloping and waterproofing of the building to make sure everything is going according to plan. The residents will see it going up by the end of May. An underground tank was discovered behind the Library.

B. Ideas Festival

The Ideas Festival is off to a great start. Over 100 people came to [The Filmmakers Panel](#). Tonight is the presentation of [the Carol Buchanan Award](#). Ms. Lester thanked the staff for all their work on the Ideas Festival, especially Joanne Beckerich, who has coordinated the programs and Robert Nealon, who is handling all the technology.

9. For Action

A. In-house Posting for 24 Hour/Week Library Assistant

Mr. DeLuca moved to post in-house for a 24 hour/week Library Assistant to fill the vacancy left by Stacia Barnet, Ms. Ezell seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, McCaffrey, Purdon
Nays: None

B. Approval of Contractor's 6th and 7th Application for Payment

S. Cuttle moved to approval the contractor's 6th and 7th applications for payment, Ms. Latimer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, McCaffrey, Purdon
Nays: None

C. Authorize Change Orders #7, #8, and #9

Change Order #7: \$24,540.44 charge for labor, materials and equipment for basement slab redesign. Change Order #8: \$19,393.84 charge for plumbing redesigns in the basement by plumbing subcontractor, AGP & Sons, Inc. Change Order #9: -\$10,740.00 credit for design changes for concrete slab in children's room. Dr. McCaffrey moved to authorize change orders 7, 8, and 9, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, McCaffrey, Purdon
Nays: None

D. Approval of Change Order #2 for Additional Architecture Services for Sage and Coombe for the Design for the Floor Slab in the Children's Program Room

S & C Change Order #2: \$15,500.00 to Sage & Coombe Architects for the redesign of the basement slab due to finding asbestos under the basement floor. Dr. McCaffrey moved to authorize change order #2 for Sage and Coombe, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, McCaffrey, Purdon
Nays: None

E. Approval of Soil Remediation Due to Underground Storage Tank

Matrix New World Engineering, Inc. is authorized to perform this work for a \$43,325.00 fee. Dr. McCaffrey moved to approve the soil remediation, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, McCaffrey, Purdon
Nays: None

F. Close both Library Buildings on June 9th at 1 p.m. for Staff Development

The Library has not had a staff development day in two years; therefore, Ms. Lester would like to close both Library buildings on June 9th at 1 p.m. for staff development. Dr. McCaffrey moved to approve closing both buildings at 1pm on June 9th, Ms. Latimer seconded and the motion carried.

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

Nays: None

9. New Business

S. Cuttle stated that New York City is planning to cut over \$52,700,000 from their library budget and asked if the Trustees would show their support by either signing a petition or writing a letter or both. [Mr. Huemer arrived.] They also mentioned that a library in Michigan would be defunded because library staff refused to remove LGBTQ books. Mr. DeLuca moved to authorize Dr. McCaffrey to write a [letter](#) to Mayor Adams and the city council urging them not to cut the library budget. Mr. Huemer seconded and the motion carried.

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

Nays: None

5. Treasurer's Report

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

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

Nays: None

6. Presentation of Claims

The claims to April 19, 2023 totaled \$48,462.82. Mr. Huemer moved that the claims be paid. Ms. Latimer seconded and the motion carried.

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

Nays: None

The building project claims April 19, 2023 totaled \$26,219.98. Mr. Huemer moved that the claims be paid, Ms. Purdon seconded and the motion carried.

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

Nays: None

11. Public Comment/Open Discussion

Laura Nial stated that the Filmmakers Panel was very interesting. The bids are out for the Hilton Branch roof. There was a discussion about dealing with a patron with a very strong cannabis odor who comes into 129 Boyden almost every afternoon. The odor is so strong; it rises to the second floor. It was suggested Ms. Lester seek advice from the health department, crisis intervention, and other libraries for guidance.

12. Adjournment

There being no further business, Ms. Purdon moved to adjourn at 6:50 p.m., Dr. McCaffrey seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary