

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
April 20, 2022**

Via Zoom, the April 20, 2022 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 5:01 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: Mr. DeLuca, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, and Dr. McCaffrey. S. Cuttle, Ms. Ezell, Ms. Purdon, and Ms. Winston were absent. Also present: Ms. Lester, Director; Laura Nial of the Friends; and Salimah Latham of the Library Staff.

As quorum was not present, the Minutes, Treasurer's Reports, and Claims were tabled.

3. Public Comment

Laura Nial thanked Ms. Lester, Mr DeLuca, and DPW for helping the Friends put on their book sale. Donations poured in. Many people came, and almost \$2,400 was raised. Unsold books were donated to GreenDrop. The Friends hope to hold more book sales.

4. Report of the Library Director

Ms. Lester's March Report was placed on file. She added that she thinks the Town Hall meeting at the end of March with Sage and Coombe went well. Over 150 people attended and the recorded video of the event has been viewed many times. The feedback has been overwhelmingly positive. A sign will go up in front of 51 Baker Street showing the rendering of the new library. In-person storytime has started up again at The Woodland. She commended the staff for doing a great job. She also thanked Laura Nial as the book sale brought in new patrons that did not know the Library was at 129 Boyden Avenue.

7. For Information

A. Building Project Update and Advertisement of Bid

More comments from the state came back on the bid document yesterday. Some comments have to be resolved by the architects. A special meeting of the Library Board will have to be scheduled around the first week in June to approve the Bid. Since the war in the Ukraine started, language has to be added prohibiting doing business with Belarus or Russia. Some cement requirements making it more sustainable have come up. Mr. DeLuca has done all of this work. It's a lot, but it's almost done.

B. Ideas Festival

The third event is in-person this evening with Dr. Joshua Sharfstein. The in-person theater panel was on April 18 and a virtual event with Emma Laperruque, the food editor at Food52, was yesterday. There are four more events next week. The schedule can be found [here](#).

C. Financial Disclosure Filing due April 30, 2022

The Trustees are required to submit their Financial Disclosure form by April 30, 2022.

9. New Business

Mr. DeLuca shared Volume 1 of the bid contract that has been going back and forth to the state with their comments. This is the document a contractor will look at. It will explain how to bid and what

we are looking for. It will have a draft contract and general conditions. It has to be very descriptive so there can be no discrepancy and they can give us a fair price. [Mr. Huemer arrived.] Volume 2 is the technical description that the architects worked on; and finally, there is a set of drawings. The bid contract will be on the Library's website. The contractors will fill out a form on the Library's website and submit the bid in person at Town Hall. In the interim, all the interested bidders will do a walkthrough so they can see the property and then ask questions. We have ten days to answer those questions. The bids are due on May 27. After the Library Board approves the bid, we can notify the contractor the bid was awarded to within 48 hours. Building can start in July.

A quorum was now present.

2. Minutes

Ms. Latimer moved the minutes of the March 16, 2022 meeting, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Mr. Marchman moved the minutes of the April 4, 2022 special meeting, Dr. McCaffrey seconded and the motion carried with Ms. Latimer abstaining as she was not present at that meeting.

Ayes: DeLuca, Huemer, Marchman, McCaffrey

Nays: None

Abstain: Latimer

5. Treasurer's Report

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

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

6. Presentation of Claims

The claims to April 20, 2022 totaled \$45,064.18. Mr. Huemer moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

The building project claims to April 20, 2022 totaled \$46,563.29. Mr. Huemer moved that the claims be paid. Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

8. For Action

A. Eliminate charge for new library card

There is a standing charge of \$3.00 to replace a library card that Ms. Lester feels is a barrier to use the Library and would like to eliminate it. Dr. McCaffrey moved to eliminate the charge for a replacement library card, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

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

Dr. McCaffrey moved the adoption of the resolution authorizing the award of a non-fair and open contract to Baker & Taylor for the purchase of library materials, Ms. Latimer seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

C. Health iPad Kit and iPad Loan Policy

The Library received a grant from the state library for two health iPad kits, which are pre-loaded with health related resources. Patrons will be able to borrow them. The loan policy follows the same fee structure as the hot spots. Dr. McCaffrey moved to approve the iPad Loan Policy, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

10. Public Comment/Open Discussion

Laura Nial commended Mr. DeLuca on his patience working on the bid document and wished him success on completing it soon. The Friends have once again sponsored the museum passes, and the Library will have them available through a new system where they can be reserved online and in person. Museum Key is the new database that keeps track of the passes. The Library will announce that the museum passes are available after the Ideas Festival. Ms. Lester thanked the Friends for sponsoring the museum passes, as well as the summer reading program, staff scholarship funding, and the Ideas Festival.

Mr. Huemer has been working with Prospect Church and the Mental Health Association of Essex County. On Wednesday, May 4, there will be an event at Prospect Church called, *Mental Health 101*. It's non-denominational and in response to the general community consensus that there is a need for more mental health services. Dr. McCaffrey will pass information about an online mental health first aid training course to Mr. Huemer.

Laura Nial reminded everyone that the Garden Club's Plant Sale would take place on May 5, 6, and 7 in the pool parking lot.

At 5:30 p.m., Dr. McCaffrey moved to go into closed session to discuss a public conduct/disciplinary matter, Mr. Huemer seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

11. Closed Session – Public Conduct/Disciplinary Matter

At 6:10 p.m., Mr. Huemer moved to go back into open session, Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Dr. McCaffrey moved that during the construction period, the Library is prohibiting the school district from sending at-home instructors to the Library. D. Huemer seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 6:15 p.m., Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary