

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

April 21, 2021

Via Zoom, the April 21, 2021 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: S. Cuttle, Mr. DeLuca, Ms. Ezell, Mr. Huemer, Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Also present: Ms. Lester, Director; and Robyn Whalen of the Library staff.

2. Minutes

Mr. Marchman moved the minutes of the March 17, 2021 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. Most of March was spent attending meetings regarding the building project. There has been an increase in Library usage and circulation. Saturdays have been very busy. Patrons are appreciative of the health and safety precautions that are in place. Library staff became eligible for the vaccine on April 7. Until the staff has the opportunity to become vaccinated and Candice Davenport is consulted, the capacity limits will remain in place. With few options in the community, people come to the Library for notary services. Robyn Whalen, Cindy Mondino, and Kathy Goldfine are the notaries on staff. Ms. Lester thanked Robyn for handling the notary requests while Kathy was out.

5. Report of the Treasurer

Mr. Huemer moved to adopt the March 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 building project claims to April 21, 2021 totaled \$110,640.80. Mr. Huemer moved that the claims be paid, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

The claims to April 21, 2021 totaled \$28,651.19. Mr. Huemer moved that the claims be paid, Ms. Purdon seconded and the motion carried.

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

Nays: None

7. For Information

A. Building Project

The building project is in design development now. There is a meeting next week at Sage and Coombe's office to review the design and possible materials. A slide presentation followed showing the recent design revisions. [This](#) presentation was shown at the Maplewood Township Planning Board meeting.

B. Interim Space

The OEM building has been finalized as the interim space. The first step is to install the necessary technology. The staff did a walk through and will now think about the set-up.

C. ESOL Grant 2021/2022

The Library would like to apply for the 2021/2022 ESOL Grant, but the Hilton Branch cannot be used to hold classes as it will become the children's library during construction. Another site, preferably near the Hilton Branch is desired. Ms. Lester will discuss possible sites with the Township Administrator, Jerry Giaimis. S. Cuttle suggested looking into using the cafeteria at Seth Boyden elementary school.

D. Asian American Pacific Islander Programming

The Library is planning programming for May. There will be a virtual program on May 25 with Helen Wan, author of *The Partner Trap*. She is a Maplewood novelist, speaker, diversity inclusion consultant, and lawyer. Outside of both library buildings, there will be a wishing "tree" art project where hopes and wishes will be displayed. There will be a family storytime and a book group discussion. Through Ms. Winston, the Library has connected with SOMA Cross Cultural Works who have shared programming ideas. The programs throughout Maplewood and South Orange are listed [here](#).

E. Annual Financial Disclosure Statement

The Trustees must submit their financial disclosure statement by June 30, 2021. A pin will be sent in the mail. There is a fine if it is not returned.

8. For Discussion

There were no items for discussion.

9. For Action

A. CWA Contract

After over one year, the Union Contract has been finalized and needs approval by the Library Board of Trustees. Interim Township Administrator, Gregg Schuster, was very knowledgeable and helpful with negotiations. Dr. McCaffrey moved to approve the CWA Contract, S. Cuttle seconded and the motion carried.

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

Nays: None

B. Notary Policy Revised

The draft of the notary policy was presented. The policy clarifies what notary services the Library will conduct. After a discussion regarding the use of a translator, election petitions, transgender notary customers, and age guidelines, the policy was tabled until the May 19, 2021 Board meeting.

10. New Business

Mr. Huemer discussed the Stoke Fund. The principal of the Stokes Fund is \$420,778.97 and cannot be spent. There is approximately that amount invested in bonds and \$50,000-\$60,000 in cash which has not been invested to use for extraordinary expenses with the architects and to make a donation to the building project. Mr. Huemer suggested it be used for some amenity or greening of the building. Since Harriet Stokes was a staff member, maybe the money can be used to enhance the meeting rooms or staff rooms. The Library Trustees should think about the amount and purpose of the donation to the capital campaign.

11. Public Comment/Open Discussion

The summer reading lists are almost finished.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:22 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