

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
May 17, 2023**

The May 17, 2023 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:30 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 Dr. White. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Jennifer Jacoppo of the Library Staff.

2. Approval of Minutes

Ms. Purdon moved the minutes of the April 19, 2023 meeting, Ms. Ezell seconded and the motion carried with Mr. Marchman abstaining, as he was not present at that meeting.

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

Nays: None

Abstain: Marchman

3. Public Comment

Laura Nial stated that she attended some of the Ideas Festival events and enjoyed them. Some of the events can be viewed [here](#). She thanked all involved for their hard work putting this together.

4. Report of the Library Director

Ms. Lester’s April report was placed on file. She added that this year’s Ideas Festival was more arts driven. She thanked Robert Nealon and Mr. DeLuca, Dr. McCaffrey, and Mr. Marchman for participating and moderating. The programs brought in different people than library regulars. She also thanked Tracy Sham for the terrific photographs taken at the events. It is a big effort, and we are a small team. Dr. McCaffrey congratulated the library for pulling this off with many obstacles. The new part-time Tech Assistant, Sol Park, joined the Library on May 8.

5. Treasurer’s Report

Mr. Huemer moved to adopt the April Treasurers Report, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

6. Claims

The claims to May 17, 2023 totaled \$28,107.00. Mr. Huemer moved that the claims be paid. Ms. Latimer seconded and the motion carried.

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

Nays: None

The building project claims to May 17, 2023 totaled \$27,327.18. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

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

Nays: None

7. For Information

A. Construction Update

The elevator shaft is going up. The underground plumbing is being installed. More will be learned on Friday, May 19.

B. ESOL Grant and Classes

The Library received an ESOL grant for \$138,070. This allows for the continuation of virtual Level I and Level II English as second language classes; and in addition, an in-person conversation class. Irene Langlois put the grant together.

C. Summer Reading

The kick-off for the summer reading program is on Saturday, June 24. The theme is *All Together Now* focusing on community building and kindness initiatives.

Dr. White participated in the Freedom to Learn Day and Mr. DeLuca and Mr. Marchman attended the Banned Books Reading at the Hilton Branch Library. Teen Librarian, Ayoola White, participated at the South Orange Public Library. Some of the staff and Ms. Lester attended the Teach In at Columbia High School. Dr. White gave a presentation on critical race theory. There was a discussion about the conceal and carry laws.

8. For Discussion

A. Naming Opportunities

Mr. DeLuca and Mr. Huemer left the room. The Naming Opportunity Policy does not restrict naming to donors but allows naming spaces after community members. Dr. McCaffrey proposed dedicating several spaces in the new Library to Mr. DeLuca, Ellen Davenport, Carol Buchanan, and Eleanor Winslow. Mr. Marchman pointed out that none of the proposed names reflects the diversity of Maplewood. Dr. McCaffrey moved to name space in the new Library in honor of the aforementioned community members in consultation with the Foundation. Mr. Marchman seconded and the motion carried.

Ayes: Cuttle, Ezell, Latimer, Marchman, McCaffrey, Purdon, White

Nays: None

Mr. DeLuca and Mr. Huemer returned.

B. Remote Board Meetings via Zoom in June and July 2023

Dr. McCaffrey will not be able to attend the June or July Board Meetings in person. As many people vacation during the summer, she proposed using the flexibility of conducting the meetings via Zoom, and to have all future July meetings via Zoom. It was decided to have the June meeting in person and the July meeting via Zoom. Dr. McCaffrey moved to have the July meeting via Zoom, Ms. Ezell seconded and the motion carried.

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

Nays: None

9. For Action

A. Award Single Prime Contract for Audiovisual Systems for the Maplewood Memorial Library Construction Project

Four bids were received. After conducting due diligence, Ms. Lester recommended awarding the contract for audiovisual systems to Commercial Technology Contractors, Inc. Mr. Huemer moved the recommendation, Ms. Latimer seconded and the motion carried.

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

B. Cancel August Meeting

Mr. Huemer moved to cancel the August meeting, Dr. McCaffrey seconded and the motion carried.

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

C. Resolution to Award Contract for Professional Environmental Services for Soil and Groundwater Testing

Dr. McCaffrey moved to award the contract for professional environmental services for soil and groundwater testing to Matrix World Engineering, Inc. Dr. White seconded and the motion carried.

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

D. Change September Meeting Date to September 13

Mr. Huemer moved to change the September meeting date from September 20 to September 13, Ms. Ezell seconded and the motion carried.

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

E. Approval of Contractor's 8th Application for Payment

Mr. Huemer moved to approve the contractor's 8th application for payment, S. Cuttle seconded and the motion carried.

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

10. New Business

There was a discussion about the defeat in federal court of New Jersey's conceal and carry law and the need to revise the Library's Rules of Conduct for the safety of our patrons and staff. The consensus of the Library Board is that guns are not welcome in the Library. An active shooter drill will be scheduled for the staff.

The Assistant Director position closed on May 18. There are two internal candidates.

The Hilton roof bids were received on May 16.

11. Public Comment/Open Discussion

Laura Nial suggested to proceed with caution regarding the conceal and carry protocol. We currently have no issues.

12. Adjournment

There being no further business, Ms. Ezell moved to adjourn at 8:35 p.m., Mr. Huemer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary