

Minutes Maplewood Memorial Library
Board of Trustees Meeting
May 18, 2016

The May 18, 2016 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:39 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: Ms. Carter, Mayor DeLuca [arrived during meeting], Mr. Huemer [arrived during meeting], Ms. Latimer, Dr. McCaffrey, Ms. Puglisi, and Ms. Purdon. Ms. Bostic and Ms. Buchanan were absent. Also present: Ms. Lester, Director, and Amanda Eigen and Barbara Laub of the Library Staff.

Ms. Puglisi moved the minutes of the April 20, 2016 meeting with one revision, Ms. Carter seconded and the motion carried.

Ayes: Carter, Latimer, McCaffrey, Puglisi, and Purdon
Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester’s April Report was placed on file. She added that she was proud of all of the staff’s accomplishments in April. Emily Witkowski received a Rising Star NJLA Award. Joanne Beckerich was honored with a Maple Leaf Award. Amanda Eigen wrote a winning grant to get the Library’s ESOL program back which is the largest grant the Maplewood Library has received. The Library has an unusually strong and supportive staff. Irene Langlois received an ALA Thinking Money grant and presented “Grooming the Next Generation of Leaders” at the NJLA conference. Robyn Whalen completed the Super Supervisor’s training, and last week Robert Nealon led a two part WordPress workshop at Hilton where every single person came back for the second workshop.

Amanda Eigen spoke about the ESOL Grant. She learned about the grant when she attended a literacy boot camp. The grant is from the New Jersey Department of Labor and required a partnership with a Title II agency. Fortunately, the Library already has a partnership with the Literacy Volunteers of America of Passaic and Essex County. The grant awarded up to \$100,000 to ten libraries to provide ESOL services. A Title II agency receives direct federal funding for education. We requested a grant for \$72,000 with a very detailed budget summary and we got it. There will be four session for the year. Up to 30 people can attend twice a week, on Tuesday and Thursday mornings. There will be two conversation classes, on Tuesday and Thursday mornings Up to 15 people can attend once a week. The intention is to have classes start July 1, 2016. The benefit of having an experienced Title II provider on our team is this is what they do. There is very little for the Library to do in terms of registration and teaching. We are providing space, staff for the building, and materials. Attendance in the literacy boot camp brought in another \$2,500 for materials bringing the total to \$74,500. Copies of the flyer will be distributed to the schools,

Achieve, local churches, and library patrons. Literacy Volunteers of America are not all volunteers. The Literacy Volunteers of America ESOL teachers are trained ESOL teachers. The grant covers the teacher salaries and the administration costs as well as the public advertising and our building costs. The one time registration \$25 fee goes to the Literacy Volunteers office. It is used to cover a small portion of their costs and also to insure that people feel it is important. [Mr. Huemer arrived.] Haitian Creole is the main language, Spanish is the second. We are targeting library users. [Mayor DeLuca arrived.].

Amanda talked about the Studio One 3, professional level sound engineering software recently added to the CreateSpace at Hilton. Students can come in can to record. They can use the iPad and lay their tracks down on the sound equipment. We have two microphones so two people can use it at a time. Voiceovers, actors, anyone who needs to submit an audition can use the equipment to improve the sound quality of their recording. While the equipment is professional grade, the studio is not. The Library cannot be responsible for filtering out outside noises or even noises that might be coming from the person right next to the person using the equipment. The Sound Equipment contract will be revised to state that the Library's Rules of Conduct apply when using the sound equipment.

Mayor DeLuca moved the Sound Equipment Usage Policy with the revision of adding that the Library's Rules of Conduct apply. Mr. Huemer seconded and the motion carried.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

5. Treasurer's Report

The April Treasurer's Report was placed on file subject to audit. Mr. Huemer moved to accept the April Treasurer's Report. Mayor DeLuca seconded and the motion carried.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

6. Presentation of Claims

Mr. Huemer presented the claims to May 18, 2016. They totaled \$24,748.80. Mayor DeLuca moved that the claims be paid. Mr. Huemer seconded and the motion carried.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

7. For Information

A. Interviews – Conceptual Design

Thirty-nine firms submitted their qualifications. The Building Committee selected the firms that will be interviewed. The interviews will take place on three days in June. After the interview, three firms will be asked to do the proposal. Each interview will last about 45 minutes. The firms were given some guidance about some of the key things we are interested in. Then the Building Committee will meet to discuss whether we want to have any more formal questions or make a decision based on their presentation. The Library Board will be involved when the proposals are submitted. Any funding from the Township will include principal and interest.

David Huemer attended the *Fundraising & Advocacy: A Perfect Marriage* at the NJLA Preconference and spoke about the roles of the Friends, Foundation, the Board, and the staff. They are the four main groups that are going to raise a lot of money and be advocates. The main purpose of the staff is to provide exemplary service and to create a library that people love and think is very well run. That gives people a stake and keeps people very positive. The Board should set policy and maintain and guide operations. The fundraising is going to be done by the Foundation and the Friends. At the same time, all entities should support each other. The large donors are not necessarily going to be library users nor people who love books. They are going to be people who love the Library as an institution in the community.

B. ESL Grant

This item was discussed in the Report of the Director.

C. Sound Equipment in CreateSpace

This item was discussed in the Report of the Director.

D. Big Read 2017

As a collaborative effort, the Essex County Library Directors (ECLD) applied for the Big Read Grant. We received a grant for \$15,000. The program will be Essex County wide in April, 2017. This was done to raise awareness of the libraries in Essex County in general and to advocate on the county level for our libraries. Most other counties do provide funding for their libraries. At the awards ceremony at the NJLA Conference, the Union County Freeholders received an award for their funding of Union County Libraries. Bergen County Freeholders help fund BCCLS. Essex County does not. The ECLD are planning to go to a Freeholders meeting fairly soon to tell them about the grant and thank our County Administrator who wrote a letter of support for this grant. We're doing our relationship building right now. The book for the Big Read is *Silver Sparrow* by Tayari Jones.

8. Discussion

There was none.

9. For Action

A. CWA Contract 2016-2020

The CWA Contract was previously emailed to the Trustees. Mayor DeLuca moved to adopt the CWA Contract for 2016 through 2020, Ms. Purdon seconded and the motion carried.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

B. Close the Library for Staff Development and the Township Picnic on Friday, September 9

Mayor DeLuca moved to close the Library for Staff Development and the Township Picnic on Friday, September 9.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

10. New Business

Mr. Huemer reported that the West Orange Library Director stated that during their transition to BCCLS, the Maplewood Library staff and Sarah Lester were extremely helpful.

Barbara Laub talked about the Library's contract with Verizon for internet service which will be up towards the end of the year. The Library gets its internet through the State Library's Jersey Connect program. Jersey Connect acts as our internet service provider. They manage our routers and firewalls and host our webpage. They give us email and provide us with all kinds of wonderful services. They are our interface with Verizon. Over the course of many years they have negotiated on behalf of the libraries with Verizon to provide the internet circuits. Every few years the contract needs to be refreshed and our service upgraded because there is always an ever expanding need for bandwidth and speed. The last time we did this was in 2011 when the State Library got a federal grant and they helped us bring fiber optic cable into our buildings at advantageous prices. We upgraded at that time to 10 mbps and we entered into a 5 year contract. The cost has been \$609 each month per building which is offset by a 50% discount that we get through a program called the e-rate which is a federal discount program through the FCC for schools and libraries. It's been five years and it's time for an upgrade. We've been looking for alternatives. We have EVPL (Ethernet Virtual Private Line) and sadly we can't get FIOS. We will upgrade to 100 mbps which is standard for libraries our size. We looked at Comcast but we need speed and a high degree of reliability which we wouldn't get. Jersey Connect is offering us a three year contract for 100 mbps per second for \$1,045 per month per building, still with a 50% discount. It will cost an additional \$436 a month.

11. Public Comment/Open Discussion

Lanbi, a Haitian civic organization based in Orange, have organized an event that will be held in Memorial Hall on Saturday, May 21st from 11 a.m. to 2 p.m. to commemorate Haitian flag day. The library is cosponsoring this event.

12. Adjournment

There being no further business, Mayor DeLuca moved to adjourn the meeting at 8:59 p.m., Mr. Huemer seconded and the motion carried.

Ayes: Carter, DeLuca, Huemer, Latimer, McCaffrey, Puglisi, and Purdon

Nays: None

Respectfully submitted,

Monique Bostic
Secretary