

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
May 16, 2018**

The May 16, 2018 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: Ms. Bostic, Ms. Buchanan, Mayor DeLuca, Mr. Ladd, Ms. Latimer, Dr. McCaffrey, and Ms. Purdon. S. Cuttle and Mr. Huemer were absent. Also present: Ms. Lester, Director, Ben Cohen and Ellen Davenport of the Library Foundation, Mary Francoeur, Managing Director at PFM Financial Advisors LLC, Zoe Selesnick, CHS student representative, and Cindy Mondino of the Library staff.

2. Minutes

Mayor DeLuca moved the minutes of the April 18, 2018 meeting, Ms. Purdon seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, 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 the Library Directors in District 27 would meet with Assemblywoman Mila Jasey on Wednesday, May 23 at 2 p.m. They will discuss the Library Construction Bond and the legislative priorities for NJLA that includes fully funded state aid, which increases from \$3.6 to \$10 million. On Friday, May 18, Ms. Lester and other Essex County Library Directors will meet with the County Executive Chief of Staff and will be asking for \$200,000 to support Essex County Libraries, similar to what Bergen and Union Counties already do.

Two new employees joined the staff. Salimah Latham is a Library Assistant in the Children’s Room and Christine Dall is at the Information Desk.

There was a discussion about adding attendance numbers to the statistics page from events the Library does not host but plays a part in such as Makers Day.

The Library is planning to hold a Pride event with SOMA Action in June.

5. Treasurer’s Report

This item was tabled until Mr. Huemer arrives.

6. Presentation of Claims

This item was tabled until Mr. Huemer arrives.

7. For Information

A. Library Foundation Feasibility Study

Ben Cohen, President of the Maplewood Memorial Library Foundation, stated that the Foundation received the feasibility report from Semple Bixel Associates. The study was designed to give a sense of what is out there. People in the community with means and possible donors were

interviewed. The Library is perceived in the community as the center of the community due to its mission, programming, intellectual and technological resources. Library Director, Sarah Lester got rave reviews from everyone interviewed. The library staff is perceived to be very highly valued for its commitment and expertise. Receiving money from the state and raising \$3,000,000 privately along with the funding we hope to get from the Township Committee were the two areas of concern.

Ellen Davenport, Foundation Treasurer, stated that the feasibility study addressed how the capital campaign will be implemented. The initial goal is to raise \$1,000,000. When that is achieved, the Foundation will go public with the campaign and up the goal to \$1.5 million. The Foundation has raised almost \$750,000 in money and pledges. The next phase is the community phase. The focus will be on major gifts, special gifts, naming opportunities, and crowdsourcing to raise awareness to the campaign. The Foundation will hire a professional fundraiser and choose an honorary chair or chairs for the campaign. It was recommended that the case for support expands to include patron stories and to highlight the advantages of the planned new spaces. Volunteers are needed to be on the leadership committee that will help the Foundation to steward the donors. There is no guarantee of receiving the money from the state. Ms. Davenport's suggestion to the Foundation Board is to put the campaign in high gear now. It has to be planned and staffed, but should be continued to raise money. We would make a better candidate to the state if we move forward now in a carefully planned manner so we do not look like we are just leaning back to take money.

Ben Cohen added that the Foundation's objective is to secure 100% support from the Library's Board of Trustees, the Foundation's Board of Trustees, and the Friends of the Maplewood Library. It is important to major donors to know that all of the Board members are contributing. It is vital that every demographic in town has a role in the campaign. We can all be ambassadors and advocates for this campaign. We ask that you help identify potential donors and supporters or people who might work on the campaign and to speak with one voice.

B. Municipal Bond Information with Mary Francoeur

Mary Francoeur is a registered municipal advisor. Her job is to give advice to government agencies on their capital financing programs but is not Maplewood's financial advisor. She spoke about the challenge of financing the project. You are finding all the pieces to fit together and ultimately looking at what the plug is. Ms. Francoeur feels the plug is going to be the bonds that the Town is going to issue on behalf of the project. The unknowns are the capital from the campaign and the capital from the state. One of the things the state has laid out as part of the application is a certification from the Library that there are sufficient funds to complete the project. A large part of the application is putting together a workable plan of finance for the state. The project has a \$22 million price tag that should ensure all the costs are covered and know where the gap is. Once the Town passes the bond ordinance, that makes the funding available. The state considers that an obligation that the Town has made the commitment to provide that funding. The cash does not have to be on-hand and can be issued on anticipation notes. When the cash is needed to start paying the bills, the bonding is done. The Library is expecting the Township to commit to about \$9-\$10 million. Right now, the Township has around \$45 million in debt outstanding. There is a lot of debt rolling off in the next couple of years. The question for the Township is whether it is going to be affordable. Other things the Township needs to think about is the timing of the commitments. When the funding is going to be needed and the implications with respect to its bonding capacity. There is a limit. A lot of what the Township does in respect to bonding is laid out in the local bond law and that determines how the debt is issued and what the funds are used for. Obviously, a library building is an allowable purpose. The critical things to think about are being able to identify reliable and certifiable funding sources in order to make the grant application. On terms of the Township's market access, it is very strong. Standard & Poor's rates the Township AA. Near-term interest rates have gone up, but long-term rates have remained constant. It is a good time to go out long-term.

8. For Discussion

A. Fines and Fees – Delinquent patron

A Maplewood patron owes \$1,191 for materials borrowed and not returned from other BCCLS libraries, mostly Millburn. A registered letter was sent to the patron. Ms. Lester would like to ask the Township Attorney, Roger Desiderio, to pursue a small claims suit. This process proved successful in the past. Mayor DeLuca moved to proceed with a small claims suit, Dr. McCaffrey seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

B. Media Request for Summer Reading Program

One of the SRC programs is building fairy houses, and the person organizing it has a request from CBS morning news to come and film during the program to be used for publicity. The Library will get the proper permission from parents to have their children filmed.

5. Treasurer's Report

The April Treasurer's Report was placed on file subject to audit. Mayor DeLuca moved to accept the April Treasurer's reports, Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

6. Presentation of Claims

The claims to May 16, 2018 totaled \$28,207.00. Mayor DeLuca moved that the claims be paid. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

9. For Action

A. Cancel August Meeting

Mayor DeLuca moved to cancel the August meeting. Ms. Buchanan seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

B. Open Main Library for Full Day on Saturdays in July and August

Mayor DeLuca moved to open the Main Library for a full day in July and August. Ms. Purdon seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

10. New Business

Dr. McCaffrey congratulated Ms. Lester who will be a recipient the Gus & Thelma Sickles Lifelong Learners Award along with South Orange Library Director, Melissa Kopecky on May 21. Ms. Lester will also receive the Distinguished Service Award on June 15.

Ms. Latimer announced that the summer reading lists are finished ahead of schedule. Teen Librarian, Emily Witkowski, worked with the school district librarians to complete the Teen summer reading list.

The Haitian Flag Day celebration will take place on Saturday, May 22 at the Hilton Branch from 10:30 a.m. – 1 p.m. This event is sponsored by the Friends of Maplewood Library.

The Library will have a table at Mayfest on Sunday, May 23.

The first aid squad building located next to the pool parking lot on Boyden Avenue is empty and may be considered as a temporary library site during the renovation.

Langan Group submitted a formal proposal for \$17,500 to do the needed geotechnical work. Sage and Coombe will have to drill three borings under the building into the ground to facilitate this work.

10. Public Comment/Open Discussion

There was none.

11. Adjournment

There being no further business, Mayor DeLuca moved to adjourn at 8:41 p.m. Ms. Purdon seconded and the motion carried.

Ayes: Bostic, Buchanan, DeLuca, Ladd, Latimer, McCaffrey, Purdon

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary