

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

May 19, 2021

Via Zoom, the May 19, 2021 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:33 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 [arrived during meeting], Mr. DeLuca, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, Dr. McCaffrey, Ms. Purdon [arrived during meeting], and Ms. Winston. Ms. Ezell was absent. Also present: Ms. Lester, Director; and Cynthia Mondino and Robyn Whalen of the Library staff.

2. Minutes

Ms. Latimer moved the minutes of the April 21, 2021 meeting. Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Latimer, Marchman, McCaffrey, Winston

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester's April Report was placed on file. The Library ended the 72-hour materials quarantine last week. Book drop returns are still required. Starting April 26, the patron capacity will increase from 10 to 25 at the Main Library and from 8 to 12 at the Hilton Branch. [Mr. Huemer arrived.] Time limits will also increase from 30 minutes to 1 hour per patron. More public computers will be accessible. In mid-July, the unaccompanied age limit will be lowered from 16 to 12 years old. The children's librarians are deep into summer reading planning. Ms. Latimer added that the elementary lists are complete. The middle school and high schools titles have been chosen. Fortunately, many titles will be available as ebooks. The Library book bike arrived at the Hilton Branch on May 7. Heather Kern is designing the graphic wrap for the bike. It will be unveiled at the start of the summer reading program. Mr. Huemer asked about the risk and insurance. He suggested asking local celebrities to deliver books using the bike.

Amalia Butler-Daniels, Senior Children's Librarian, has been chosen to serve on the 2023 Newbery Awards selection committee. This is a huge honor and a lot of work. She will read hundreds of books starting January 1, 2022.

5. Report of the Treasurer

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

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

6. Presentation of Claims

The building project claims to May 19, 2021 totaled \$245,127.60. Mr. Huemer moved that the claims be paid, Dr. McCaffrey seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey, Winston

Nays: None

The claims to May 19, 2021 totaled \$20,881.79. [Ms. Purdon arrived.] Mr. Huemer moved that the claims be paid, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

In response to Dr. McCaffrey's question about the book budget being underspent, Ms. Lester explained that Hilton is no longer ordering adult books to prepare to open as a children's library when 51 Baker Street closes for construction. All the high interest and children's titles are being ordered. A meeting with Baker & Taylor is planned to discuss their packing and holding books for opening day at the OEM Building.

7. For Information

A. Building Project

Design development will end at the beginning of May. Ms. Lester and Mr. DeLuca saw a working session of the design development at the Sage and Coombe office. The façade of the building is still a work in progress. More glass has been added to the upper floor and the windows have been enlarged. Options for the upstairs cladding include wood and other metals. The cost estimate may come in higher, but should be known within the next few weeks. Construction prices are going up. The changes to the façade will be brought to the Library Board and the Building Committee. The comments about the building were brought to the architects and they have come up with an improved look. They are being very responsive. Ms. Latimer stated that the Seth Boyden elementary school library will close for construction in the fall and using the Hilton Branch will be convenient for them. The Foundation is holding neighborhood gatherings to raise money and awareness about the capital campaign. Ben Cohen will be hosting one on his street next week. If any of the Trustees want to invite their neighbors to a gathering outside, they can let either Ms. Lester, Ellen Davenport, or Ben Cohen know.

B. Pride Month Events

For Pride Month, the Library has prepared book lists, book marks, book displays, and a program along with cultural affairs on June 10 at 7:00 p.m. called *Between Land and Territories – Love, Loss, and Survival*. Details can be found [here](#).

C. Juneteenth Events

The Library will have a book display and book marks with related titles. The children's room librarians will do related storytimes. The Town is doing a week of events that can be found [here](#). Mr. Marchman stated that May 31-June 1 is also 100 years since the Tulsa Race Massacre and there are a number of events taking place.

8. For Action

A. Cancel August Meeting

Mr. Huemer moved to cancel the August Board meeting. Ms. Winston seconded and the motion carried.

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

Nays: None

[S. Cuttle arrived.]

B. Notary Policy Revised

After a discussion on eliminating items and changing some wording, Dr. McCaffrey moved to adopt the notary policy with revisions. Ms. Latimer seconded and the motion carried.

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

Nays: None

9. New Business

Mr. Huemer connected with the Director of Social Services of the Essex County Corrections Department and dropped off books at the facility at the port in Newark. They want educational paperbacks in English and Spanish language books. Some of this facility is contracted out to ICE. Laura Nial of the Friends was alerted to this need. The Friends do not have a large book sale planned at this time. A tent is available at The Woodland and may be used to hold an outdoor Friends book sale.

Mr. Huemer is on a task force for mental health at Prospect Presbyterian Church. The task force is interested in partnering with any institution including the Library on any programs regarding mental health, extending awareness, and, in particular, an assessment of Maplewood's mental health infrastructure. Mr. DeLuca suggested reaching out to the Cody Fund.

10. Public Comment/Open Discussion

The ESOL grant application has not opened yet, but the Library will apply for it when it does. ESOL summer classes will be virtual and in-person classes may be held in the arts and crafts room at the DeHart Center.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:29 p.m., S. Cuttle seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Deborah Purdon
Secretary