

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
June 15, 2022**

Via Zoom, the June 15, 2022 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Marchman at 7:30 p.m. He 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, Ms. Ezell, Mr. Huemer [arrived during meeting], Ms. Latimer, Mr. Marchman, and Dr. McCaffrey. Ms. Purdon and Ms. Winston were absent. Also present: Ms. Lester, Director; Laura Nial of the Friends of the Library; and Christine Oania of the Library Staff.

2. Minutes

Mr. Marchman moved the minutes of the May 18, 2022 meeting, Ms. Ezell seconded and the motion carried with Dr. McCaffrey abstaining, as she were not present at that meeting.

Ayes: DeLuca, Ezell, Latimer, Marchman,

Nays: None

Abstained: McCaffrey

3. Public Comment

Laura Nial stated that The Friends funded the summer reading programs again, the Ideas Festival, and have given two scholarships to Christine Oania and Ruby Constantino, Library Assistants, who are going to library school in September. [S. Cuttle arrived.] She added that she is anxious to hear about the contract bidding that will happen on June 16.

4. Report of the Library Director

Ms. Lester’s May Report was placed on file. She thanked the Friends for providing the scholarships for Christine and Ruby. Christine was also the recipient of a competitive NJLA Equity Scholarship, and she was just honored at the NJLA Conference. She is the first Columbia High School graduate that is going to library school since Ms. Lester became Director. Christine started as a Library Page, then became an hourly Library Assistant, a full-time Library Assistant, and is now a Senior Library Assistant. Ms. Latimer informed Christine that the school libraries are open to her to get school library experience.

Ms. Lester pointed out that the E-newsletter open rate went from 20%-25% this time last year to 40%-47% this year. When the bid opening was announced, there was a 47% open rate. This month, 88 items were delivered to homebound patrons compared to 20 items last year. Stacia Barnet is handling that now for the library and doing a great job connecting with residents at Winchester Gardens, The Top, and people’s homes. She, Joanne, and Irene spoke at the senior center to talk about our resources. We have 24 new hotspots that are in demand and going out. Amalia Butler’s AAPI storytime had 9,413 views on YouTube. Emily Witkowski was interviewed by Jen Latimer on *Books in Action*. We have two Pages graduating, Imaan Zubieta is going to Columbia University and Piper Davenport is going to the Air Force Academy. With the Neighborhood Preservation Grant, there will be many improvements at the Hilton Branch including extending the Wi-Fi to the gazebo, new plantings in front of the library, a new irrigation system, new picnic tables and chairs, and the 2022 capital budget includes replacing the roof.

5. Treasurer's Report

Mr. DeLuca moved to adopt the May Treasurers Report, Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey

Nays: None

6. Presentation of Claims

The claims to June 15, 2022 totaled \$18,441.13. Mr. DeLuca moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey

Nays: None

The building project claims to June 15, 2022 totaled \$31,579.34. Mr. DeLuca moved that the claims be paid. Dr. McCaffrey seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Latimer, Marchman, McCaffrey

Nays: None

7. For Information

A. Building Program, Bid Opening and Special Meeting

The bid opening on June 16 at Town Hall at 2 p.m. It is open to the public. After the bids are submitted, it will take at least a week to review them. A special Board meeting, possibly on Thursday, June 30 at 7:30 p.m. will be held to award the contract. Copies of the recommended bid will be sent to the Trustees prior to the meeting. It is possible that all the bids that come in will be astronomical so we would have to go out to bid again and have a special meeting to reject the bids.

B. Summer Reading Club

The Friends funded the summer reading program again this year. The children's and teen librarians have worked closely with the school librarians and have great book lists. The kick-off is Bubble Mania on Saturday, June 25 at 10:30 a.m. in the Hilton parking lot. There will be maker programs for teens, programs for adults, and programs for children including storytimes outside of Hilton. [Mr. Huemer arrived.] The book bike will be in front of the pool entrance every Tuesday through August 2. We received funding for summer reading from the Woman's Club as well. Ms. Latimer added that the schools have gotten the book lists out to students in an e-blast on their website and talked about it on *Books In Action* on Public Access TV.

C. E-Rate and CIPA Compliance

This is still in review at Funds For Learning. We receive a 40% e-rate discount for internet access. This has not been an issue in the past. This year we were flagged. To receive the e-rate internet access, you have to filter; but we receive our internet through Jersey Connect via telecommunications.

9. For Action

A. Posting for Student Pages

Two Pages are needed to replace the two that are graduating. Dr. McCaffrey moved to approve the hiring of two student Pages. Mr. Marchman seconded and the motion carried.

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

B. Close Library on September 9 at 1 p.m. for Township Appreciation Picnic

The annual Township employee appreciation picnic is always the Friday after Labor Day. Ms. Lester proposed that the buildings would be open from 10 a.m. – 1 p.m. and then close so the staff can attend the Township picnic. Mr. Marchman moved to close the Library at 1 p.m. on September 9, Ms. Latimer seconded and the motion carried.

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

C. Juneteenth Holiday

Juneteenth just became a municipal holiday. All other municipal departments will be off on Monday, June 20. It also became a state and federal holiday. Ms. Lester proposed the Library be closed on the Juneteenth holiday going forward which this year will be Monday, June 20. Mr. Marchman moved closing the Library on the Juneteenth holiday, Ms. Latimer seconded and the motion carried.

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

10. New Business

A new children's librarian, Jennifer Jacoppo, was hired and will start on June 21. Dr. McCaffrey reminded the Trustees that the staff appreciation breakfast will be on Thursday, June 23 at 9:30 a.m. It is the first staff appreciation breakfast in a very long time. Ms. Lester stated that the staff very much appreciates this and everything the Trustees do for the Library.

Fan Winston will be leaving the Board so a replacement Trustee is needed. Dr. McCaffrey added that Fan will be missed and she hopes we can find someone with her energy. A Community Volunteer Resource Program Interest Form should be filled out by interested people.

11. Public Comment/Open Discussion

Laura Nial hopes we get an excellent bidder right on the money and she thanked everyone who worked so hard on this project.

S. Cuttle acknowledged pride month and the Maplewood commitment to the LGBT community. The pride table was great and a model for other towns and communities.

There was a discussion about when the Library Board would go back to having in-person meetings. There is space at the Hilton Branch. Hybrid meetings are not possible. It was agreed to plan to have the September 21 Library Board meeting as in-person.

12. Adjournment

There being no further business, Mr. Marchman moved to adjourn at 8:08 p.m., Mr. DeLuca seconded and the motion carried.

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

Respectfully submitted,

Shannon Cuttle  
Secretary