

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
June 21, 2023**

The June 21, 2023 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: Mr. DeLuca, Mr. Huemer, Ms. Latimer, Mr. Marchman, and Dr. McCaffrey. S. Cuttle, Ms. Ezell, Ms. Purdon, and Dr. White were absent. Also present: Ms. Lester, Director.

2. Approval of Minutes

Mr. Marchman moved the minutes of the May 17, 2023 meeting, Mr. Huemer seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester’s May report was placed on file. She added that Teen Librarian, Ayoola White, has started a chess program and story slam. Both are well attended. Ayoola applied for a Great Stories Club Imagining Futures Grant from ALA and got it. She will be working with Keisha Miller from South Orange Public Library and Family Connections to host book clubs directed towards teens from under represented backgrounds in the fall.

At the BCCLS System Council meeting last month, the members voted unanimously to allow South Orange Public Library to become the 78th BCCLS member library on January 1, 2024.

5. Treasurer’s Report

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

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

6. Claims

The claims to June 21, 2023 totaled \$35,488.61. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

The building project claims to June 21, 2023 totaled \$28,310.62. Mr. Huemer moved that the claims be paid, Mr. DeLuca seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

7. For Information

A. Construction Update

The Foundation's brick campaign will start next week at \$150 per brick for 3 lines, 12 characters per line. It is hoped 700 bricks will be purchased by November 1, 2023. The Foundation applied for a 2023 EBSCO Solar Grant. EBSCO gave out \$300,000 in total, and Maplewood will receive \$100,000. The basement slab is now done. On Tuesday, June 27, the steel arrives. The oil tank and surrounding contaminated soil around the tank behind 51 Baker Street will be removed. This will postpone the building of the ramp behind the building. The Hilton roof replacement was awarded at the June 20, 2023 Township Committee meeting. The Library needs to know the schedule for replacing the roof so summer reading programs can be moved if necessary. Mr. DeLuca mentioned using the courthouse as an alternate program location as a possibility.

B. Summer Reading Club

The Summer Reading Club kicks off on Saturday, June 24 with Bubble Mania in the parking lot at the Hilton Branch. The pamphlets of programs were handed out. All the librarians worked hard to plan this.

8. For Discussion

A. Monthly Reports

Ms. Lester asked the Trustees what they would like included in the departmental monthly reports. One comment was to keep the pictures in the reports. Another suggestion was to include the components of the Strategic Plan that were fulfilled when reporting accomplishments in the monthly report. Right now, the Library has a one-page [Mission and Strategic Initiative](#) document. There was a discussion about re-visiting the Strategic Plan either before or after the new Library building opens. Previously, a community survey was conducted, and the staff documented a draft. A consultant can be brought in to help revise it if necessary. It was agreed to wait until after the new building opens before revising the plan.

9. For Action

A. Posting for Student Pages

Three student Pages will be graduating and leaving for college. Mr. Huemer moved to post three replacement Page positions, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

B. Revised Naming Opportunity List

The Library Foundation has asked to reduce the amount required for a naming opportunity for the adult room (from \$1,000,000 to \$500,000), the teen area (from \$500,000 to \$350,000), and the children's area (from \$750,000 to \$500,000). Also, Adirondack chairs for \$5,000 and \$150 for an engraved brick. Mr. Huemer moved to reduce the amounts for the adult room, teen area, and children's room as stated above, Mr. Marchman seconded and the motion carried.

Ayes: DeLuca, Huemer, Latimer, Marchman, McCaffrey

Nays: None

Mr. DeLuca moved to set the naming opportunity for an Adirondack chair to \$5,000 and a brick paver at \$150, Dr. McCaffrey seconded and the motion carried.

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

C. Approval of Contractor's 9th Application for Payment

Mr. Huemer moved to approve the contractor's 9th application for payment, Dr. McCaffrey seconded and the motion carried.

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

10. New Business

The Third Circuit Court of Appeals granted an emergency stay in a 2-1 decision that will continue to ban New Jersey residents from carrying concealed handguns in so-called "sensitive places," including public parks, beaches, libraries, bars and restaurants, casinos and within 100 feet of public gatherings. When the state passes this, it will overrule any municipal ordinance.

Now is when a lot of the work shifts to us as far as furniture and AV/IT development. A discussion about getting the collection ready for the move back to 51 Baker Street ensued. This will be a very time consuming and physical job. There are three storage locations – 129 Boyden, the Hilton Branch, and Simonik storage – from where books have to be sorted and then placed. Most of the staff will have to get involved, and the Library may have to close to complete the task of moving. The possibility of bringing in volunteers was mentioned.

11. Public Comment/Open Discussion

There was none.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:19 p.m., Ms. Latimer seconded and the motion carried.

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

Respectfully submitted,

Shannon Cuttle
Secretary