

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
July 17, 2019**

The June 19, 2019 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:35 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, Mayor DeLuca, Mr. Huemer, Dr. McCaffrey, and Ms. Winston. Ms. Bostic, Mr. Ladd, Ms. Latimer, and Ms. Purdon were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Amalia Daniels of the Library staff.

2. Minutes

Mr. Huemer moved the minutes of the June 19, 2019 meeting, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

3. Public Comment

Laura Nial reported that the Friends Bag-of-Books sale on July 13 and July 14 was successful. Donations begin again on September 21.

4. Report of the Library Director

Ms. Lester's June Report was placed on file. She added that the Foundation met on July 15 and over \$3,500 has been donated in Carol Buchanan's memory. Deryck Palmer will be hosting a party for the Foundation to raise money for the Library on July 27. He has invited 30 people plus all of his neighbors. Ms. Lester is meeting with Vicki Bixel on July 18 with another potential big donor. Tech Librarian, Robert Nealon, will be submitting a separate Tech Department monthly report. He has captured the type of device patrons use when accessing the Library's wifi. There was a discussion as to whether or not we want to continue gathering this data. The self-checks have been ordered and should be in place within a month.

5. Treasurer's Report

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

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

6. Presentation of Claims

The claims to June 19, 2019 totaled \$44,713.81. Mr. Huemer moved that the claims be paid. Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

7. For Information

A. Library Construction Bond Update

The regulations for the grant should be posted on The New Jersey State Library's website on July 1. Ms. Lester will forward them to the Trustees when they are posted. The Building Committee will meet on July 10.

B. Bloomberg American Health Initiative

Emily Witkowski has started her Bloomberg Fellowship at Johns Hopkins where she will receive a Master's of Public Health. She is meeting interesting people with many possibilities for collaboration. Ms. Lester and Emily will be attending a summit at Johns Hopkins in mid-November for all fellows and participating institutions.

C. Summer Reading Program

For the first time, there is one flyer for children's, teen, and adult programs. The Children's and Teen Librarians have been visiting the schools for the past 2 weeks. Students are very excited about coming to the Library after they have met the Librarians. The Children's Room has been packed. The school district has posted the reading lists on their website. The kick-off is at the Hilton Branch on Friday, June 21 from 1:30 p.m. – 4 p.m.

D. ESOL

Ms. Lester and Irene Langlois went to Trenton last week to present the Library's ESOL program. The Hilton staff has done a great job of providing a welcoming space. It is a model program throughout the state. The fourth ESOL session starts on July 9. It was going to be just Level 1, which is funded through the state, but LVAEP is funding a Level 2 class as well. 80% of our students are from Haiti.

E. Fine Free Initiatives

Fine free initiatives are taking off across the country. Montclair Public Library has gone totally fine free. Newark Public Library is fine free, and now Hackensack is fine free. Last month we took in \$1,300 in fines whereas the year before, it was \$1,800. The Library's revenue has dropped. We used the 2019 Fraentzel Grant to offset some of the income from fines. If we go totally fine free, it is at least a \$10,000 drop in revenue. The real benefit is to the people in the community that cannot afford to pay fines. Dr. McCaffrey suggested that gifts and tributes be promoted as a way to compensate for the lost revenue. Mr. Huemer suggested an annual appeal letter for donations to compensate for the lost revenue.

8. For Action

A. Gift and Naming Acceptance Policy

Mayor DeLuca revised the policy to make it clear that the Library Board of Trustees has sole discretion to approve the naming. The 25 year criteria will remain after which a named facility or collection can be replaced or renamed. Dr. McCaffrey wants it to be clear in the policy, that naming opportunities are also available to honor a person's community service regardless of any donation. Mayor DeLuca will make a few revisions and add, "Nothing above prohibits Library Trustees from honoring a person's significant service to the growth and development of the Library or community at large and have something named." This item will be revisited at the July meeting.

B. Request for Reconsideration of Library Materials Policy

This is an existing policy that was revised to make it clearer and more in line with the ALA policy. Mayor DeLuca moved to approve the Request for Reconsideration of Library Materials Policy, Mr. Huemer seconded and the motion carried.

Ayes: Bostic, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon
Nays: None

C. Close Library for Staff Development and Township Picnic on September 6

Mr. Huemer moved to close the Library for staff development and the Township picnic on September 6, Mayor DeLuca seconded and the motion carried.

Ayes: Bostic, Cuttle, DeLuca, Huemer, Latimer, McCaffrey, Purdon
Nays: None

9. New Business

With Drag Queen story hour coming back on July 12, S. Cuttle wanted to raise awareness that these programs are being more heavily targeted lately. Although it is unlikely anything would happen here, there should be a discussion about it in case it comes up. There were two objectors from the community last year. Jane Folger has already reached out to the police. Anyone can come and speak about this at a Library Board meeting.

10. Public Comment/Open Discussion

There was none.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:43 p.m., Ms. Latimer seconded and the motion carried.

Ayes: Bostic, Buchanan, Cuttle, DeLuca, Huemer, Ladd, Latimer, McCaffrey, Purdon
Nays: None

Respectfully submitted,

Monique Bostic
Secretary