

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
September 13, 2023**

The September 13, 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: S. Cuttle, Mr. DeLuca, Mr. Huemer, Ms. Latimer, Dr. McCaffrey, and Ms. Purdon. Ms. Ezell, Mr. Marchman, and Dr. White were absent. Also present: Laura Nial of the Friends of the Library, Ms. Lester, Director, and Amanda Eigen, Assistant Director.

2. Approval of Minutes

Mr. DeLuca had one correction to the July 19, 2023 minutes: the closed session was for potential litigation, not contract negotiation. Mr. Huemer moved the minutes with the aforementioned correction, Mr. DeLuca seconded and the motion carried.

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

Nays: None

3. Public Comment

Laura Nial stated the Friends of the Library are planning their fall book sale. They will collect book donations on Saturday, October 21 from 10 a.m. – 12 noon, and the sale will be on Friday, October 27 and Saturday, October 28. She thanked Mr. DeLuca for getting all the departments on board to set up for the sale. She added how exciting it is to see the building progress at 51 Baker Street.

4. Report of the Library Director

Ms. Lester’s July/August report was placed on file. She thanked the staff for a successful and busy summer. There was a lot of collaboration; and in very tight spaces, a lot of programs took place. The staff has been in planning mode to move back into the building with move management committees. The first order for shelving was placed, and the Foundation placed an order for long lead furniture items. Lastly, the chess club was just ending when we came in this evening with 14 middle school students attending. The ESL conversation classes have been successful. At the last class, there were students from Haiti, Brazil, Dominican Republic, Columbia, and Estonia. There are now two conversation classes along with the virtual Level 1 and 2 ESOL classes.

5. Treasurer’s Report

Mr. Huemer moved to adopt the July Treasurer’s Report, Ms. Latimer seconded and the motion carried.

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

Nays: None

Mr. Huemer moved to adopt the August Treasurer’s Report, Ms. Latimer seconded and the motion carried.

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

Nays: None

6. Claims

The claims to August 16, 2023 totaled \$37,094.66. Mr. Huemer moved that the claims be paid retroactively. Ms. Latimer seconded and the motion carried.

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

Nays: None

The claims to September 13, 2023 totaled \$28,613.79. Mr. Huemer moved that the claims be paid. Ms. Latimer seconded and the motion carried.

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

Nays: None

The building project claims to August 16, 2023 totaled \$21,776.56. Mr. Huemer moved that the claims be paid retroactively, Ms. Latimer seconded and the motion carried.

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

Nays: None

The building project claims to September 13, 2023 totaled \$37,150.50. Mr. Huemer moved that the claims be paid, Ms. Latimer seconded and the motion carried.

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

Nays: None

7. For Information

A. Summer Reading Review

Ms. Lester thanked the Friends for sponsoring the summer reading programs. There were 62 adult participants 73 teens, 497 children for a total of 632 participants; and they read 3,600 books this summer.

B. Banned Books Week October 1 - 7

There will be banned book programs at the Library in collaboration with South Orange and in the schools. On Tuesday, October 3, there will be a panel discussion with Alison Macrina, Executive Director of the Library Freedom Project, and Marietta Zacker, Co-owner of Gallt & Zacker Literary Agency, held at the South Orange Public Library at 6:30 p.m. On Thursday, October 5, there will be a Banned Books Read Aloud at the Hilton Branch at 4:00 p.m. Ayoola White has started a writing campaign to support the [bill](#) that went to the senate and assembly that prohibits public libraries and public schools from restricting access to the books.

C. Library as Book Sanctuary

This item was moved up from Item 8.C. The Hoboken Library passed a resolution making the library a book sanctuary and the Hoboken City Council passed a similar resolution. Dr. McCaffrey will write a statement on behalf of the Board proposing that Maplewood Memorial Library be a book sanctuary with the idea that the Township declare the town a book sanctuary at their October 3 Township Committee meeting. Mr. Huemer moved to direct Dr. McCaffrey to prepare a statement to declare the Maplewood Memorial Library a book sanctuary, Ms. Latimer seconded and the motion carried.

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

Nays: None

7. C. Staff Longevity Awards

At the Township Appreciation Picnic on September 8, the following Library employees were honored for their longevity: Robyn Whalen – 20 years, Mallary Saltzman – 15 years, Robert Nealon and Christine Oania – 10 years, and Andres Gonzalez – 5 years.

D. Construction Update

The 2nd floor concrete was poured. The wood trusses will go up soon. There is a lot more oversight going forward. The bid specifications were released today to remove the underground storage tank. Pal-Pro will award the contract.

E. Move Management

There are five committees working on the different aspects of the move management. Right now, the planned opening date is June 1. That may change, but we have to plan backward for all these things. All the Library's policies have to be reviewed and revised, if necessary, for the new building.

F. Hilton Library EV Charger

There are two spots in the Hilton Branch parking lot for EV charging. Using an app, it is \$1 per hour to charge. There will also be an EV charger at 51 Baker Street.

G. Hilton Library Roof Replacement

The architect has almost finished the specifications for the parapet and flat roof. The bid should go out in October. The Hilton Branch air conditioner went out last week and just came back on this afternoon. [Mr. DeLuca left.]

8. For Discussion

A. 2022 Audit

The two recommendations made by the auditor are that all Library funds be deposited in financial institutions which are insured by the Federal Deposit Insurance Corporation and that the Library limit its investment to instruments in accordance with NJSA 40A:5-15.1. The Library will comply.

B. Review of Library Policies and Hours

The Library Rules of Conduct and the Internet Policy were reviewed. The substantive change to the Rules of Conduct is “Children 10 years old and younger must be accompanied by a parent or guardian.” It was changed during COVID to children 12 years old and younger. Ms. Lester will check with the Township Attorney to see if *Rules* of Conduct can be changed to *Code* of Conduct. The bullet, “Restrooms are for toileting and hand washing only” was added. There was a discussion about defining smoking and prohibiting it and alcohol on the Library grounds. There was also a discussion about not all patrons fitting the parameters of bodily hygiene. Dr. McCaffrey moved to approve the [Rules of Conduct](#) as presented, Ms. Purdon seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, McCaffrey, Purdon

Nays: None

The [Internet Policy](#) change was to lower the age of children that must be under the direct supervision of an adult at all times from 12 to 10 years old. Language will be added to include the WiFi. Dr. McCaffrey moved to approve the Library's Internet Policy, Ms. Purdon seconded and the motion carried.

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

Nays: None

Ms. Lester added that staffing for the new building is being reviewed. Seven day a week service and staying open to 9 p.m. are possibilities. The Hilton Branch has closed at 8 p.m. for the past 10 years. The Main Library was open until 9 p.m. on Mondays, Wednesdays, and Thursdays before COVID. At the end of 2019, there were 23.5 full time employees; and at the end of 2022, there were 21 full time employees.

9. For Action

A. Retroactive Approval of Assistant Director Position and Salary Effective 6/5/23

At the March 15, 2023 meeting, the Board approved posting for an Assistant Director position. Mr. Huemer moved to retroactively appoint Amanda Eigen to the Assistant Director position effective June 5, 2023 at the annual salary of \$95,000 plus \$1,500 longevity, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, McCaffrey, Purdon

Nays: None

B. Posting for Hourly Substitute Library Assistant

Dr. McCaffrey moved to post for an hourly substitute Library Assistant, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, Huemer, Latimer, McCaffrey, Purdon

Nays: None

C. Approval of Contractor's 12th Application for Payment

Mr. DeLuca moved to approve the contractor's 12th application for payment, Dr. McCaffrey seconded. The role was called:

Ayes: Cuttle, Huemer, Latimer, McCaffrey, Purdon

Nays: None

10. New Business

There was none.

11. Public Comment/Open Discussion

There was a discussion about how the bricks will be placed.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:37 p.m., Ms. Latimer seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle
Secretary