

**Minutes Maplewood Memorial Library  
Board of Trustees Meeting  
September 21, 2022**

The September 21, 2022 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:30 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, Ms. Ezell, Mr. Huemer [arrived during meeting], Dr. McCaffrey, and Ms. Purdon. Ms. Latimer and Mr. Marchman were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Cindy Mondino of the Library Staff.

2. Approval of Minutes

Mr. DeLuca moved the minutes of the July 20, 2022 meeting, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, McCaffrey, Purdon

Nays: None

3. Public Comment

Laura Nial reported that the Friends’ second book sale at 129 Boyden netted \$1,700. They hope to have another sale in the spring of 2023. She thanked Mr. DeLuca for helping them set up. The Friends collected a few donations for the Foundation and posted the notice of the October 1 groundbreaking ceremony.

4. Report of the Library Director

Ms. Lester’s July/August report was placed on file. She stated that it is great to be back meeting in person. Twenty-five applicants were received for the Children’s Librarian position. Natasha Osborne-Boothe was hired and started September 12. Ms. Lester expressed appreciation for the Town’s Employee Appreciation Picnic. The staff members that were honored for their longevity are: 25 years-Jane Folger, 15 years-Cindy Mondino, 10 years-Sarah Lester, Eric Lozauskas, Susan Kitzen, 5 years-Mary Esquivel, Shea Williams, Sig Montijo. The library now has 20,561 patrons with 137 added last month. In addition, library postcards were sent out to 1,000 new residents in town last month. For the first time, 31% of circulation is eBook and eAudiobooks that jumped from about 20% last year. Our major book supplier, Baker & Taylor, had a security breach and had to shut everything down so books were not delivered for almost a month. They are back up and we are receiving our books.

5. Treasurer’s Report

Tabled until Mr. Huemer arrived.

6. Presentation of Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Summer Reading Review

This year’s Summer Reading Program was fun and successful. Ms. Lester thanked The Friends for funding the program again this year. There were fantastic kids programs at the Hilton Branch. Joanne and Jenny worked on the adult program and Emily did a creative teen program. It was a big

welcome back to the library. The attendance wasn't as high because it was different. There was a discussion about getting a better sound system for outside events,

B. Banned Books Week: September 18-24

There has been a lot in the national press about book censorship in libraries and schools. Dr. McCaffrey prepared a statement that went out via eNewsletter on September 19. It was posted on The Village Green, Patch, and in The News Record. Responses came in from community members that were very appreciative. Banning books is accelerating across the country so it is a big deal to have the support of the Library Board.

C. Nikole Hannah-Jones on September 28 at 7p.m.

The event is sold out. The 940 tickets went quickly. The word went out on our eNewsletter and through the schools. Attendees will either have a paper ticket or pull it up on their phone. Police officers in uniform and plain clothes will be present.

D. Groundbreaking Ceremony on October 1 at 11 a.m.

The slate is being removed from the roof. The fence was tagged and has been painted over. The groundbreaking is scheduled for Saturday, October 1. The 1955 cornerstone has been pulled out and the contents will be unveiled. [Mr. Huemer arrived.] Mr. DeLuca is the Master of Ceremonies. Ms. Lester, Dr. McCaffrey, and Mr. Cohen of the Library Foundation will speak. Ten shovels and hardhats will be provided, and photos will be taken including a photo of the Library Trustees. There will be a Lego table for children. The building plans will be on display. There will be cookies from Able Baker and coffee and hot chocolate from Village Coffee. The rain date is Sunday, October 2. S. Cuttle arranged for the MMS Select Choir to perform.

E. Construction Update

There are 525 more days of construction. The demolition started on Monday, September 19, on the roof. The slate and copper on the building gets recycled as part of the LEED certification. We have a good construction manager and things are moving forward.

F. Staff at Neighboring Libraries

Emily is at the schools four days a week. Starting in October, Irene Langlois will be at the Millburn Public Library two days a week. Many Maplewood residents are using Millburn as a pick up site for their books. This arrangement will be reevaluated every six months.

5. Treasurer's Report

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

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

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

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

6. Presentation of Claims

The regular claims to August 17, 2022 totaled \$2,139,701.96. \$2,097,062.50 of that represents the state grant money that was transferred to the Township. Mr. Huemer moved that the claims be paid retroactively, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

The regular claims to September 21, 2022 totaled \$24,735.87. Mr. Huemer moved that the claims be paid. Mr. DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

The building project claims to August 17, 2022 totaled \$11,239.22. Mr. Huemer moved that the claims be paid retroactively. S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

The building project claims to September 21, 2022 totaled \$22,173.06. Mr. Huemer moved that the claims be paid. Ms. Ezell seconded and the motion carried.

Ayes: Cuttle, DeLuca, Ezell, Huemer, McCaffrey, Purdon  
Nays: None

## 8. For Discussion

### A. 2021 Audit

Copies of the 2021 audit were distributed. 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 Stokes Fund principal of \$420,778.97 has to be maintained. As of August 31, 2022, there is about \$90,000 more than that in the Cumberland account. The Library Board may donate an amount over the principal to the Foundation towards the library construction. The state always tells us we should not invest our money this way according to the statute, which is limited. Mr. Huemer's recommendation is to sell what is in the Cumberland account and put the proceeds into treasury bonds. \$10,000 to \$15,000 in interest will be lost over the next few months, but we'll comply with the statute. When interest rates rise, bonds go down. The 2021 audit has to be submitted to the state as part of the construction grant. Miss Stokes' wish was to leave the money to the Library. Any future bequests should go directly to the Foundation. A formal agreement with The Foundation will have to be written as to who makes spending decisions. The Foundation's contribution to the construction will be used last. There was a discussion about the timing of ordering furniture, making the donation, and setting up a matching grant challenge to the Library Board's donation. This will be revisited in the spring of 2023. Mr. Huemer will arrange with Cumberland Advisors the Library Board's decision to move the funds into treasury bonds to comply with the audit. \$62,600 to be half, cushion of about 23,000. The principal can be invested in something for a 12 to 18 month term and everything above that can go into something liquid.

## 9. For Action

### A. Time-Lapse Photography during Construction

To document the construction for historic record, quotes for time-lapse photography of the project were sought. The lowest quote is \$9,180 from EarthCam.net. It will be paid out of the Construction account. Mr. Huemer moved that up to \$12,000 be used towards the time-lapse photography to cover any additional fees associated with the camera installation, Dr. McCaffrey seconded and the motion carried.

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

Nays: None

10. New Business

On October 8 at 2 p.m., the front plaza at Town Hall is being dedicated as the Jerry Ryan Plaza. There is a plaque there now.

11. Public Comment/Open Discussion

Ms. Nial asked about the status of the FEMA claim after Hurricane Ida. The Town will receive about \$3.5 million town wide. About \$2,000,000 is due to the Library. It's all under review right now. Mitigation money was applied for because the mechanicals have to be moved to the second floor, and the basement waterproofed in addition to the Library's losses.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:31 p.m., S. Cuttle seconded and the motion carried.

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

Nays: None

Respectfully submitted,

Shannon Cuttle  
Secretary