

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

The July 17, 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. Book donations begin again on September 21.

4. Report of the Library Director

Ms. Lester’s June Report was placed on file. She added that over \$3,500 was donated to the Foundation in Carol Buchanan’s memory. Deryck Palmer will host a party for the Foundation to raise money for the Library on July 27. Ms. Lester is meeting with Vicki Bixel on July 18 with another potential 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 Wi-Fi. There was a discussion as to whether or not this data will continue to be gathered. The self-checks have been ordered and should be in place within a month. The Library has signs and information about the Summer Meal program at Maplecrest Park. Information can be found [here](#). A group of summer school students has been coming to the Library at noon instead of going to The Hub, and another group comes in after The Hub closes at 3 p.m.

5. Treasurer’s Report

The June Treasurer’s Report was placed on file subject to audit. Mr. Huemer moved to accept the June 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 July 17, 2019 totaled \$44,713.81. Mr. Huemer moved that the claims be paid. S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

7. For Information

A. Library Construction Bond Regulations

This item was tabled until later in the meeting.

B. Summer Reading Program

Over 800 children have signed up at the Main Library and over 200 at Hilton. This year, 68 teens signed up as compared to 40 last year. The Drag Queen Storytime on July 12 brought in about 130 attendees. Two police officers were present at this program. Amalia Daniels added that the Summer Reading program is off to a very good start. People are engaged with the summer reading list. The reading lists are compiled by the public librarians in coordination with the school librarians. The books are going out and the reading list shelves are empty.

C. Staff Professional Development

Funds are allotted every year for staff professional development. The Friends help fund that, and the Library is thankful for all the Friends do. This year, along with Emily Witkowski's two-year Bloomberg Fellowship, there are extra opportunities for additional staff development. Ms. Lester met with the coordinator of the Bloomberg Fellowship. She and Emily will be going to Baltimore for a summit in November along with all the other Fellows from across the country. All staff can take part in online seminars that cover different topics such as leadership, grants, etc.

A. Library Construction Bond Regulations

The \$125,000,000 bond was approved in 2017. The proposed regulations came out on July 1, 2019, and the deadline to submit comments is August 30. The Building Committee has reviewed the regulations. The regulations are in line with our values and the things we are trying to accomplish with our building campaign. The project costs are capped at \$350 per square foot for new construction and \$200 per square foot for repairs and rehabilitation. If the Library renovation is included in the definition of new construction, that is not enough to cover the projected costs which are closer to \$550 per square foot. On a 33,000 square foot building, the difference between \$550/square foot and \$350/square foot leaves a \$6,600,000 gap. The comments that will be submitted to the state are: #1 that the reimbursement rate is too low and, #2 the term, "new construction" needs clarification. Looking at the uniform construction code, we've come up with what reconstruction is. Using that as a definition, we can use and make that \$350 or whatever that ultimate number is, the number for new construction and reconstruction. The Building Committee went over this and these are some of the things we have come up with. The Township Committee talked about it at their July 16 meeting. The Township Committee wants to submit separate comments so there is a demonstration that they are supportive of the project. Any other group or individual who wants to submit comments is encouraged to do so. Another library is planning to submit similar comments that the rate should be closer to \$500 per square foot.

8. For Action

A. Fine-Free Initiative

This item was tabled until 2020.

B. Gift and Naming Acceptance Policy

Revisions to the Naming Policy clarify that the Library Board has the opportunity to remove a name from a room, but this does not apply to unpopular literature. Mr. Huemer moved the policy on the Gift and Naming Policy as revised. Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

9. New Business

Ms. Winston stated that she wanted to join the Library Board of Trustees because she has an emotional attachment to the library. She has been using it all of her life and she believes in it.

10. Public Comment/Open Discussion

There was none.

11. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:29 p.m., Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

Respectfully submitted,

Monique Bostic
Secretary