

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
September 18, 2019**

The September 18, 2019 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:45 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 [arrived during meeting], 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 Jane Folger of the Library staff.

2. Minutes

Tabled until a quorum was present.

3. Public Comment

Laura Nial reported that the Friends would start collecting books on September 21. The Vietnam Vets have taken boxes of unsold books. Thirty-two boxes of books were donated to Katherine Dodd, an art teacher at CHS, for a mountain of books art exhibit at Seton Hall.

4. Report of the Library Director

Ms. Lester’s July/August Report was placed on file. She added that the self-check machines were installed on the circulation desks in both buildings, and they are getting a lot of use. The September 6 Staff Development Day concentrated on teamwork and communication. This will continue to be discussed at staff meetings. Three staff members received longevity awards: Amanda Eigen – 15 years, Ari Ascher – 10 years, and Emily Witkowski – 5 years. In July and August, 315 new library cards were issued, and there is now over 19,000 library cardholders. There was a discussion about the door count, program attendance, and website visit statistics. The Hilton Branch installed a new door counter to replace the faulty one that was in place. Website visits are now being counted using Google analytics which counts unique visits. The number of children’s programs from 2018 seemed high and will be looked into. The Wi-Fi usage keeps climbing. People are using the library differently due to the limited seating capacity in the building. The door count cannot keep going up with the current space. This reinforces the need for more meeting areas and seating areas that has been included with the new building plan.

5. Treasurer’s Report

Tabled until a quorum was present.

6. Presentation of Claims

Tabled until a quorum was present.

7. For Information

A. Summer Reading

Jane Folger thanked the Friends for their support of the Summer Reading Program. She stated, “Over 1,100 children participated this summer. The theme was *A Universe of Stories*. It was space oriented. The hope was to do fewer programs and attract more people. The most inspiring thing is to be in the Library and hear parents talk about it and see how kids respond to it. There are children who have reading or writing difficulties who are really inspired by this and find the prizes motivating. The slime was the favorite prize. The pin art was motivating.”

This year, the teen program had over 70 participants compared to 50 in 2018. The librarians visit all of the schools and the kids get excited when they bring their parents in and see the librarians. Rachael Guerrero is at the Seth Boyden back-to-school night tonight. Emily Witkowski will be at the MMS back-to-school night on September 19. Jane Folger will be at the Jefferson School next week. Ms. Lester met with Superintendent Taylor and Jen Latimer today to keep that connection going. Superintendent Taylor was very interested and thankful for what the Library is doing for students in this school district.

B. 2019/20 Funding for ESOL

The Library was awarded \$81,000 in funding for ESOL classes. There will be four beginning level sessions and three intermediate sessions throughout the year. Each session is 12 weeks long. They are held on Tuesday and Thursday mornings starting at 9 a.m. at the Hilton Branch. Dr. McCaffrey suggested having a completion acknowledgement ceremony with certificates or a book when each session is done.

C. Library Construction Regulations Update

The state librarian is now in the response period and has until September 30 to do that. All the comments that were submitted are public. Then, the final regulations are supposed to be posted. After the rules come out, the Building Committee will meet to discuss the next steps. [S. Cuttle arrived.]

8. For Discussion

A. Mission and Strategic Initiative

The Department Heads have been looking at the Library’s current mission and strategic initiatives. The current mission statement was adopted in 2013 but was first written in 2010 and revised in 2013. It does not reflect the library that we have today. Ms. Lester would like a revised mission statement that is memorable and stronger as well as four to six new strategic initiatives that the staff and community can get behind to move us forward into our new building. One or two Trustees were invited to help revise the mission statement and strategic initiatives to have them ready to go by the end of the year in time for the grant application. Ms. Winston and S. Cuttle volunteered.

B. E-Book Embargo

Starting November 1, MacMillan Publishers will limit libraries to purchasing one copy of each new e-book and impose an eight-week embargo on buying additional titles. This has a big impact on libraries. Mr. Huemer sent an email to MacMillan stating he would not buy any MacMillan products as long as they have this e-book embargo for libraries. Many of our e-books already only last for 2 years or 26 circulations and cost between \$70 to \$90.

2. Minutes

As a quorum was now present, Mr. Huemer moved the minutes of the July 17, 2019 meeting, Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

5. Treasurer's Report

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

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

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

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

6. Presentation of Claims

The claims to August 21, 2019 totaled \$23,761.46. Mr. Huemer moved that the claims be paid retroactively. Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

The claims to September 18, 2019 totaled \$24,794.59. Mr. Huemer moved that the claims be paid. Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

9. For Action

A. Page positions - replacements

Two Pages left that need to be replaced. Mr. Huemer moved to replace two Pages up to 32 hours per week, S. Cuttle seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

B. Substitute Librarian - replacement

Three hourly librarians have left the payroll. Substitute Librarians may work evenings, weekends, or during the day when a librarian is out. An MLS is required. Mayor DeLuca moved to replace a substitute librarian, Mr. Huemer seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

C. Unified Loan Periods

BCCLS is moving toward unified loan periods at the beginning of 2020. The biggest impact for us is the children's books that currently go out for 14 days will go out for 28 days. Our new non-fiction and new books over 500 pages currently go out for a month, and that will change to

14 days. Along with this is automatic renewals if no one else has a reserve on it. Mr. Huemer moved to adopt the BCCLS unified loan periods, Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

D. Audit Item – Cash Balance in Stokes Fund

There is a cash balance in the Stokes Fund that has been used for non-day-to-day expenses and building plan expenses per the Stokes bequest. This is not in an FDIC insured fund, but it is getting 2% interest. Mr. Huemer suggested tabling this item until the December 18 meeting when it should be known if there is an immediate use to engage the architect or some other expenses or move it to an FDIC insured account if there is no anticipated immediate expenditure.

E. Close Hilton Branch for Carpet Installation on October 15 and 16

Mr. Huemer moved to close the Hilton Branch for carpet installation on October 15 and 16, Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

10. New Business

Thursday, October 24 is Staff Appreciation Day. The Trustees will have a luncheon and quiz game for the staff. All of the Trustees are invited to participate.

The Library Foundation met recently and has a plan going forward. They have raised over \$820,000 and are trying to reach the \$1 million mark by the end of the year.

S. Cuttle asked if there were any issues with the kids after school; but so far, there has not been any.

11. Public Comment/Open Discussion

There was none.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:35 p.m., Mayor DeLuca seconded and the motion carried.

Ayes: Cuttle, DeLuca, Huemer, McCaffrey, Winston

Nays: None

Respectfully submitted,

Monique Bostic
Secretary