

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
October 16, 2019**

The October 16, 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: Ms. Bostic [arrived during meeting], S. Cuttle [arrived during meeting], Mayor DeLuca, Ms. Latimer, Dr. McCaffrey, Ms. Purdon, and Ms. Winston. Mr. Huemer and Mr. Ladd were absent. Also present: Ms. Lester, Director, Mr. Cohen, President of the Maplewood Library Foundation, Laura Nial of the Friends of the Library, and Irene Langlois and Robyn Whalen of the Library staff.

2. Minutes

Mayor DeLuca moved the minutes of the September 18, 2019 meeting, Ms. Winston seconded with Ms. Latimer and Ms. Purdon abstaining, as they were not present at that meeting.

Ayes: DeLuca, McCaffrey, Winston

Nays: None

Abstain: Latimer, Purdon

3. Public Comment

There was none. [Ms. Bostic arrived.]

4. Report of the Library Director

Ms. Lester's September Report was placed on file. She added that Jane Folger, Head of Children's Services, organized a program with author, Holly McGee, that was picked up by *Publishers Weekly*. Irene Langlois talked about the Hilton Branch's updates. Rachael Guerrero, Children's Librarian, reorganized the children's non-fiction section, making it easier to browse. It is separated by subject headings, categories, and the Dewey system. Now children can go to the People section and find biographies. The Main Library's Children's Room has genreified the fiction section grouping together historical, sports, and science fiction, etc. The Teen Zone has been very successful this year and very crowded. Many students from last year who are now in high school are back. It has been challenging as far as space, noise, and behavior. Emily Witkowski has been in close contact with the middle school and the Youth Services Bureau. In September, 179 new library cards were issued as a result of the librarians attending back-to-school nights.

5. Treasurer's Report

Tabled until Mr. Huemer arrived.

6. Presentation of Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Volunteer Appreciation Dinner on October 23

The Foundation Board, the Friends, and the Library Trustees should have all received invitations to the volunteer appreciation dinner on October 23 at the Woodland from 6 p.m.- 8 p.m.

B. CWA Contract Negotiations

The contract expires on December 31, 2019. Ms. Lester and Ms. Goldfine met with Sonia Viveiros to talk about suggested changes to the contract. Hopefully, a new contract will be in place by the end of the year. The contracted raise rate is currently unknown.

C. Mission and Strategic Initiatives

The Mission and Strategic Initiatives committee is comprised of S. Cuttle and Ms. Winston, the Library Department Heads, and Joanne Beckerich. Progress was made earlier this month. Another meeting is scheduled in two weeks, and a draft should be ready by the November meeting.

D. Staff Appreciation Lunch 10/24

Dr. McCaffrey asked for additional help from the Trustees either behind the scenes or at the staff appreciation lunch.

8. For Discussion

A. Library Foundation – Ben Cohen

An updated copy of the Foundation's booklet, "Writing a New Story" was distributed. BCCLS held a Foundation 101 event that Mr. Cohen attended. He stated that the other groups were amazed at how far Maplewood Library's Foundation had progressed. [S. Cuttle arrived.] The capital campaign has not started yet, but another \$100,000 pledge was secured in July bringing the total to \$839,000 between pledges and actual money received. On July 26, Deryck Palmer and his wife held a fundraiser at their home, and they agreed to have another one in the future. The Foundation also has a list of about 30 individuals with philanthropic capacity interested in the campaign that will be met with for contributions. The Foundation Board Event Committee, chaired by Eva Bacon, has proposed at least three campaign cultivation events in the next several months. When the \$1,000,000 mark is reached, a publicity kick-off event will be held. Another sub-committee is reaching out to the businesses in town. A reception for the businesses in Maplewood will be held on November 18 from 6 p.m. – 8 p.m. at the Main Library. The Foundation has received wonderful support from the Chamber of Commerce, the Village Alliance, and The Springfield Avenue Partnership. Vicki Bixel found there is a groundswell of good feeling about the Library. Dr. McCaffrey thanked Mr. Cohen for the update. [Laura Nial arrived and Ben Cohen left.]

B. Statistical Trends

Statistical charts were distributed. The Main Library and Hilton Branch 2019 door count is consistent, with a rise in July. The Library's new website was launched in May 2019, and the chart shows a low count for that month only. Website usage is now counted differently than with the old website. Robert Nealon went back to January 2019 and recalculated the usage using google analytics. The chart shows the usage is steady. With the old website, the state library counted statistics and could capture all of the 100 computers within the library. The new website stats are counted either through google analytics or square space analytics and only captures the ISP (Internet Service Provider). Therefore, all of the computers within the library count as only one. 2,000 borrowers were added in two years since September 2017. Material totals have decreased to make more room for public spaces per the building plan. Circulation has decreased 1% since September 2017, which is consistent with national trends. Print circulation is not growing anywhere. The biggest increase is in eResources. There was a 62% increase from September 2017. Wireless connections have increased 27% from 5,119 to 7,003 since September 2017.

C. 2020 Budget and Capital Expenses

A draft of the 2020 budget has to be submitted by the end of October. Ms. Lester asked what she should submit for capital expenses. The Hilton slate roof needs to be repaired or replaced. The Hilton Branch also needs to be repointed. Mayor DeLuca suggested focusing on the Hilton Branch for capital requests. A \$20,000 Technology request for the Main Library will also be submitted.

9. For Action

A. 2020 Holidays

In negotiations with the CWA, Ms. Lester would like to ask that Columbus Day be changed to a floating holiday so the Library is open to the public and to have the name changed to Indigenous Peoples' Day. Mayor DeLuca moved to accept the 2020 holiday schedule with Columbus Day as a floating holiday pending the CWA contract, and the rest of the holidays as presented with Hilton closed on December 24 and December 31, Ms. Purdon seconded and the motion carried.

Ayes: Bostic, Cuttle, DeLuca, Latimer, McCaffrey, Purdon, Winston

Nays: None

B. Retroactive Approval to Close Hilton on October 13

This item was unanimously approved via email on October 2, 2019. Ms. Winston moved to retroactively close Hilton on Sunday, October 13 to prepare for the carpet installation, Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Cuttle, DeLuca, Latimer, McCaffrey, Purdon, Winston

Nays: None

C. Extend Hilton Hours on December 8 until 5 p.m. for Annual Holiday Celebration at the Hilton Gazebo

Mayor DeLuca moved to extend Hilton's hours until 5 p.m. on December 8, Ms. Latimer seconded and the motion carried.

Ayes: Bostic, Cuttle, DeLuca, Latimer, McCaffrey, Purdon, Winston

Nays: None

D. Hilton Carpet Installation

Over the weekend, Irene Langlois and Robert Nealon moved all the computers. The installer came in on Monday and removed about 2/3 of the carpet but noticed that the tiles were coming up. Too many of the tiles came up and broke, and work had to stop. Paul Kittner, Township Engineer, got an environmental consulting company, Matrix, to come and test the air and tiles. The concern was that the dust that has been created from the broken tiles can be stirred up and have asbestos in it. All of the tiles have to be removed, new tiles put in, and the new carpet installed over that. Mr. Kittner has put out to bid an RFP to do the remediation, to take out everything, and to clean everything in the building. There will be a quick turnaround because it is an emergency. The Township Committee still has to approve the contracts. The request end date is November 8, but that does not include the carpet installation. The Hilton Branch will probably be closed through the month of November. The funding needs to be authorized. It is anticipated that the cost will be close to \$50,000. The Library has about \$40,000 in the Professional Fees line that has been saved for the consultants/architect for the Main Library, and there is about \$10,000 that can be used in the Township's Building Materials, Supplies and Contractors line. If the cost increases, there is some

money in the Engineering line. All of the Hilton staff and Hilton programs except CreateSpace, are here at the Main Library. The ESOL classes will be held in the OEM building by the pool. Mayor DeLuca moved to authorize using up to \$50,000 for the asbestos remediation at Hilton, Ms. Purdon seconded and the motion carried.

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

Ms. Lester asked for approval to open the Main Library on Tuesday evenings until 9 p.m. starting October 22 and on Sundays from 1 p.m. – 4 p.m. starting October 27 with the exception of November 10th (for ductwork cleaning) until the Hilton Branch reopens. Ms. Purdon moved this, Mayor DeLuca seconded and the motion carried.

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

5. Treasurer's Report

Mayor DeLuca moved to adopt the September Treasurers Report, Ms. Bostic seconded and the motion carried.

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

6. Presentation of Claims

The claims to October 16, 2019 totaled \$40,082.66. Mayor DeLuca moved that the claims be paid. Ms. Bostic seconded and the motion carried.

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

10. New Business

There was none.

11. Public Comment/Open Discussion

The Friends will be collecting books through November 9. The book sale will be on November 23 and 24.

12. Adjournment

There being no further business, Mayor DeLuca moved to adjourn at 8:43 p.m., Ms. Winston seconded and the motion carried.

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

Respectfully submitted,

Monique Bostic
Secretary