

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
November 20, 2019**

The November 20, 2019 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by Vice President Purdon 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: Ms. Bostic, S. Cuttle, Mr. Huemer [arrived during meeting], Ms. Latimer, Ms. Purdon, and Ms. Winston. Mayor DeLuca, Dr. McCaffrey, and Mr. Ladd were absent. Also present: Ms. Lester, Director, Laura Nial of the Friends of the Library, and Diane Tremper of the Library staff.

2. Minutes

S. Cuttle moved the minutes of the October 16, 2019 meeting, Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Cuttle, Latimer, Purdon, Winston

Nays: None

3. Public Comment

Laura Nial announced the Friends book sale is on November 16 and 17. “Please come and bring your friends.”

4. Report of the Library Director

Ms. Lester’s October Report was placed on file. She added that the door count for the Main Library in October 2019 was 23,273 compared to 17,924 in October 2018 as the Hilton Branch was closed for half of October. It was great having all staff at the Main Library, but the space inside and the parking was maxed out. The wireless connection count for the Main Library in October 2019 was 7,487 compared to 4,924 in October 2018. Ms. Lester thanked the entire staff for attending to the increase in patron traffic. Self-checkouts are being tracked. It is a low percentage of the total circulation right now, but tracking by the hour shows the highest count at 3 o’clock when the kids are using them. Our youth services staff are getting out of the buildings and are outstanding representatives of the Library. Amalia Daniels moderated a panel at the New York Comic Con called, “Own Voices: Why Diversity Matters” along with Jefferson School Librarian, Teresa Quick. Emily Witkowski served on a panel for SOMA TV along with South Orange Librarian, Keisha Miller, and Dr. Jane Bean-Folkes, Director of Language Arts for the school district.

5. Treasurer’s Report

Tabled until Mr. Huemer arrived.

6. Presentation of Claims

Tabled until Mr. Huemer arrived.

7. For Information

A. Library Foundation Reception

There was a reception for the business community on November 18 in Memorial Hall. The businesses associated with the Village Alliance, Chamber of Commerce, and the Springfield Avenue Partnership were all invited. About fifty people came. It was nice to see members of the business community socializing at the Library and enjoying it. The owner of Words Bookstore, Jonah Zimiles,

gave a nice talk. He has supported the library and campaign and encouraged other businesses in the community to do the same. Al Khouri of DCH Audi was there. They have also supported the campaign. [Mr. Huemer arrived.] The next reception will be for the realtors and other house parties will follow. The Foundation has sent out their annual letter. Last year they received about \$30,000.

B. Hilton Branch

The asbestos has been remediated from the floors, and the new carpet has been installed at the Hilton Branch. All of the stacks were taken down and the books were boxed. DPW has been wonderful and very responsive helping to get everything back together. The Engineering Department coordinated the whole project. The Town has been wonderful. If the Branch cannot reopen on Monday, November 25, it will reopen after Thanksgiving.

5. Treasurer's Report

Mr. Huemer moved to adopt the October Treasurers Report, Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Cuttle, Huemer, Latimer, Purdon, Winston

Nays: None

6. Presentation of Claims

The claims to November 20, 2019 totaled \$22,614.46. Mr. Huemer moved that the claims be paid. Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Cuttle, Huemer, Latimer, Purdon, Winston

Nays: None

8. For Discussion

A. 2018 Audit

Copies of the 2018 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. Money will be moved into a financial institution that is insured by the FDIC.

B. Mission and Strategic Initiatives

Copies of the draft were distributed. The Department Heads, S. Cuttle and Ms. Winston have met twice and constructed the draft. Credits to Ms. Winston and Amanda Eigen for the wordsmithing. A brief discussion ensued. When approved by the Library Board, the approved Mission and Strategic Initiatives will be posted on the website and will guide the staff. Ms. Lester requested comments to be emailed to her within a week.

9. For Action

A. Retroactive Approval to Close the Hilton Branch through November

Mr. Huemer moved the retroactive approval to close the Hilton Branch through November, Ms. Latimer seconded and the motion carried.

Ayes: Bostic, Cuttle, Huemer, Latimer, Purdon, Winston

Nays: None

B. Retroactive Approval to Serve Wine at the November 18 Foundation Reception at

the Main Library

Mr. Huemer moved to retroactively approve to serve wine at the November 18 Foundation Reception at the Main Library, Ms. Latimer seconded and the motion carried.

Ayes: Bostic, Cuttle, Huemer, Latimer, Purdon, Winston

Nays: None

10. New Business

S. Cuttle thanked the Library and the Children's Room staff for the many hours they worked to help curate all the books that were brought to the New Jersey School Boards Association Conference at the end of October in Atlantic City. S. Cuttle held two sessions at the conference: *How to Support the Health and Wellness of LGBT Students* and *Creating a District that is Welcoming to LGBT Students*. This is the first time sessions supporting LGBT students were held at the NJSBA conference. Thanks to the Maplewood Library, a beautiful display was put up. People were very impressed with our library and our diverse section of books such as supporting the new LGBT curriculum requirement, diversity, social justice and advocacy, racism, and sexism. 99.9% of the books came from Maplewood Library. Several new book lists have come out of that effort.

Mr. Huemer went to the League of Municipalities conference. He had a discussion with Senate President, Steve Sweeney about the bill to restore the per capita library aid to the levels before Chris Christie. Mr. Sweeney's response was, "We're trying." There are dozens, if not hundreds, of vacancies on boards and committees which is holding up all these bills. The bill has more co-sponsors in the senate than it needs votes for passage. There are more people that want to have their name on the bill than the need for votes. There is absolutely no reason why it cannot pass. Mr. Huemer is going to send Mr. Sweeney an email stating that since there are 21 co-sponsors and 48 sponsors in the assembly, this bill is going to get passed. If Mr. Sweeney responds that he thinks it is not going to pass, Mr. Huemer will advocate for it. At the conference, Mr. Huemer attended a panel and learned that there is a lot of state money for green and sustainable construction for roofs and building exteriors and anything with solar. He talked to one of the vendors who will look at your energy bills and tell you if they can cut it by doing a reverse auction. Ms. Lester attended a panel on *Healthy Communities Through the Arts*, i.e. using big scale art projects to lift communities. Camden received a Bloomberg Philanthropies Grant to do huge art installations, eight of them on dumping sites.

Ms. Lester's annual review is coming up. She will prepare her self-evaluation.

Ms. Latimer is getting the *Making IT Happen* award at the Library Conference next week. The award is sponsored by the NJ Association of School Librarians and ITSE.

11. Public Comment/Open Discussion

Laura Nial again reminded all to come to the Friends Book Sale.

12. Adjournment

There being no further business, Mr. Huemer moved to adjourn at 8:25 p.m., Ms. Bostic seconded and the motion carried.

Ayes: Bostic, Cuttle, Huemer, Latimer, Purdon, Winston

Nays: None

Respectfully submitted,

Monique Bostic
Secretary