

**Minutes Maplewood Memorial Library
Board of Trustees Meeting
December 21, 2016**

The December 21, 2016 meeting of the Board of Trustees of Maplewood Memorial Library was called to order by President McCaffrey at 7:32 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. Buchanan, Ms. Carter, Mayor DeLuca, Mr. Huemer, Dr. McCaffrey, Ms. Puglisi [arrived during meeting], and Ms. Purdon. Ms. Bostic and Ms. Latimer were absent. Also present: Ms. Lester, Library Director, and Joanne Beckerich of the Library staff.

2. Minutes

Mayor DeLuca moved the minutes of the November 16, 2016 meeting, Mr. Huemer seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, and Purdon

Nays: None

3. Public Comment

There was none.

4. Report of the Library Director

Ms. Lester's November Report was placed on file. She added there were a lot of staff changes in 2016. [Ms. Puglisi arrived.] Jennifer Burkholder, Hilton Branch Manager, retired on December 15th. Susan Prusinoski will retire after 31 years as Head of Circulation at the end of 2016. Some of the staff's job duties will change as vacant positions are filled. Irene Langlois has taken the position of Hilton Branch Manager. Emily Witkowski, who was a Children's Librarian at the Main Library, has taken the position of Teen Librarian. There are two Children's Librarian openings, one at the Main Library and one at the Hilton Branch. Per the CWA Contract, the job openings will post internally for ten business days and then go out to the public.

5. Treasurer's Report

The November Treasurer's Report was placed on file subject to audit. The budget transfers to Library Direct Expenses have been done. Mr. Huemer moved to accept the November Treasurer's report subject to audit, Mayor DeLuca seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, Puglisi, and Purdon

Nays: None

6. Presentation of Claims

Mr. Huemer presented the claims to December 21, 2016. They totaled \$34,101.32. Mr. Huemer moved that the claims be paid. Mayor DeLuca seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, Puglisi, and Purdon

Nays: None

9. For Action – (Item for Action was moved up)

A. Consulting Services with Library Development Solutions

The Library would like to hire consultant, Leslie Burger of Library Development Solutions, for \$7,200.00 to work on the building program. Ms. Burger will present very detailed sheets of each service area of the building. Mr. Huemer moved to contract with Library Development Services for consulting services for an amount not to exceed \$7,200.00. Ms. Buchanan seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, Puglisi, and Purdon

Nays: None

7. For Information

A. Thinking Money Exhibit

Memorial Hall will remain open for the Thinking Money Exhibit. It is geared towards teens, but everyone has been enjoying it along with the corresponding programs. A parent discussion is scheduled for January 4th. Other programs include “How Credit Works,” “Nuts and Bolts of Financial Trading,” and “Planning a Major Purchase.” In addition, one program will be held at the Hub and one at the Loft. The exhibit runs through the third week of January. The \$70,000 State funding for the ESOL classes runs out in June 2017. It is unknown if the State is going to repeat the grant. Funding is being sought now to continue the ESOL program.

B. Conceptual Design Process

Dr. McCaffrey and Ms. Lester met with Sage & Coombe and discussed the conceptual design timeline and process. Sage & Coombe plan to be at the Library on consecutive Thursdays in January. They will meet with staff, attend the Philanthropy Workshop on Monday, January 9th, and meet with constituency groups. Jennifer, William, and Charlene from Sage & Coombe attended the building program meeting with Leslie Burger this morning.

C. Library Foundation Update

The Foundation has requested that the Library Board of Trustees submit their list of ten names of people of influence and affluence as soon as possible. The Foundation is looking to expand their Board.

D. 2016 Appraisal of the Durands

Nye Auctioneers & Appraisers of Bloomfield appraised the Library’s Durands to make sure the insurance is up to date.

E. New Jersey Library Construction Bond Act A222/S2171

This bond act is now sponsored by both the Congress and the Assembly but not by Senator Codey. Townships and Library Boards are asked to pass resolutions stating that they are in support of Bill A222/S2171. It would authorize \$125 million in general obligation bonds to finance capital projects in public libraries, requiring a 1:1 match from the municipality or county. Dr. McCaffrey will write a letter to Senator Codey asking him to sign on as a sponsor.

F. Personnel Update

This item was discussed in the Report of the Director. There was a discussion about the need to diversity the staff. The CWA contract stipulates that job openings are offered internally for ten days before going out to the public.

8. For Discussion

A. 2015 Audit

Copies of the 2015 Audit were distributed to the Trustees to be reviewed. To tighten internal control, the auditor suggested that all fine and fee transactions go through a cash register. For the record, Mayor DeLuca moved to acknowledge that the Trustees are in receipt of the 2015 Audit, Mr. Huemer seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, Puglisi, and Purdon

Nays: None

B. Slate of Officers

Mayor DeLuca made his recommendations, and the Board will vote on the slate at the January 18, 2017 meeting.

C. Director's Evaluation

Ms. Lester did a self-evaluation. The Library Board Officers met with her to review and discuss her evaluation. Information from this meeting will be forwarded to the other Trustees and will be discussed in closed session at the January 18, 2017 Board meeting.

10. New Business

There was none.

11. Public Comment/Open Discussion

Mr. Huemer stated he was proud of the Township Committee at their December 20, 2016 meeting. He added that they did a very artful job of a resolution regarding what is commonly known as "sanctuary city" but was really just an affirmation of the principals and policies of the Township and urged our Congressmen and Senators to keep our President free of conflicts of interest.

Ms. Puglisi announced that her term is up at the end of 2016 and she will be leaving the Library Board after serving for five years to join the Affordable Housing Board.

12. Adjournment

There being no further business, Mayor DeLuca moved to adjourn the meeting at 8:23 p.m., Ms. Buchanan seconded and the motion carried.

Ayes: Buchanan, Carter, DeLuca, Huemer, McCaffrey, Puglisi, and Purdon

Nays: None

Respectfully submitted,

Monique Bostic
Secretary