

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 17, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice President Lapin called the meeting to order at 6:35 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, E. Engel, E. Pope
Council Liaison: M. Gervino
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matis-Rowe
Mayor Adrian Febre
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the December meeting moved by Pope and seconded by Lapin.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported on issues with the current statewide delivery service for BCCLS libraries (Library Link NJ) and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 10 items amounting to \$2,523.84
Moved to accept by Stathis, seconded by Valentine.

Motion carried.

Prestige: 20 items for \$9,999.99
Moved to accept by Stathis, seconded by Valentine.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

a. Security Guards:

Director Hull advised that the security company contract expired at the end of December 2017. The Library is currently without a security guard; there have been no security issues thus far. Director Hull is awaiting an update from Mayor Febre regarding the use of the Town's Special Police for the Library's security needs.

b. Renovation Project Update:

The Building Committee met last week and compiled a list of questions for the architect. These questions were forwarded to the architect, who provided answers and made additional inquiries. The architect will attend a near future Board meeting for a question and answer session.

c. Awesome Library Services/Website:

Director Hull advised that the Board Attorney, William Rupp, Esq., sent a letter to Awesome Library Services advising that payment will not be made due to service issues. A response has not yet been received. Director Hull further advised that the Library has a basic website running temporarily, and that she is currently obtaining quotes for a new web hosting service.

The Board approved the hiring of a new web hosting/design service not to exceed the amount of \$1,800.00 for the redesign of the Maywood Library website. A movement was made by Stathis and seconded by Pope. Motion carried.

NEW BUSINESS

a. By Laws Review:

The Board discussed reviewing and updating the Library's By Laws.

b. Policy Review:

The Board discussed reviewing and updating the Library's policies. A committee was formed to carry out the task.

c. Committees:

The Board discussed existing committees (building) and the formation of new committees (policy) to help address the needs of the Library.

ADJOURNMENT

Stathis moved to adjourn at 7:15 PM, seconded by Engel. Motion Carried. Meeting Adjourned.

REORGANIZATION MEETING

Director Hull took over the meeting for the election of new officers:

Officers

President: Stathis moved Lorraine Lapin, seconded by Valentine. Motion carried.

Vice President: Lapin moved Matthew Stathis, seconded by Pope. Motion carried.

Treasurer: Stathis moved Ellen Pope, seconded by Engel. Motion carried.

Secretary: Stathis moved Tammy Valentine, seconded by Pope. Motion carried.

Chairman Emeritus: Stathis moved to create an honorary position for Hal Bloom, seconded by Lapin. The new position is a Mayor appointed five (5) year term. The Chairman Emeritus is a member of the Board and can vote.

Stathis moved to adjourn at 7:25 and return to regular session, seconded by Lapin.

REGULAR SESSION

Called to order at 7:25 by President Lorraine Lapin.

Resolutions:

- 2016-01** Establish the Annual Schedule of Meetings
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-02** Authorize Hours of Operation
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-03** Designate Days Library Will Be Closed.
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-04** Designate Official Newspapers

Our Town

Community News

Moved by Pope, seconded by Lapin. Resolution approved.

2016-05 Designate Official Depositories

Community Bank of Bergen County

Moved by Pope, seconded by Lapin. Resolution approved.

2016-06 Authorize Signatures on Checks

- President of the Board of Trustees
- Treasurer of the Board of Trustees
- Vice President of the Board of Trustees
- Secretary of the Board of Trustees

Moved by Pope, seconded by Lapin. Resolution approved...

2016-07 Library Purchasing Agent

Caitlin Hull, Library Director

Moved by Pope, seconded by Lapin. Resolution approved.

2016-08 Retain Professional Services without Competitive Bidding

Attorney

Auditor

Moved by Pope, seconded by Lapin. Resolution approved.

2016-09 Appointing Attorney

William F. Rupp, Esq. of Chasan, Lamparello, Mallon & Cappuzzo, PC at 300
Lightening Way, Secaucus, NJ 07094

Moved by Pope, seconded by Lapin. Resolution approved. Contingent on
acceptance of last year's fee schedule.

2016-10 Appointing Auditor

VM Associates at 111 Howard Boulevard, Suite 212, Mount Arlington NJ 07856

Moved by Pope, seconded by Lapin. Resolution approved. Contingent on
acceptance of last year's fee schedule.

2016-11 Establish Petty Cash Accounts

Moved by Pope, seconded by Lapin. Resolution approved.

2016-12 Maintain Membership in BCCLS

Moved by Pope, seconded by Lapin. Resolution approved.

2016-13 Authorization to Sign Payroll

Caitlin Hull, Library Director

Moved by Pope, seconded by Lapin. Resolution approved.

2016-14 Authorization of Payment of Reasonable and Customary Bills in the Event of A
Recess or Absence of Quorum

Lapin moved to change the payment amount from \$5,000.00 to \$9,000.00.

Seconded by Stathis. Motion carried. Resolution approved.

ADJOURNMENT

Stathis moved to adjourn at 7:40, seconded by Engel. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 21, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice President Lapin called the meeting to order at 6:30 PM.

The following were present:

Trustees: L. Lapin, T. Valentine, E. Engel, E. Pope, M. Matis-Rowe
Mayor Adrian Febre
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Stathis
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the December meeting moved by Pope and seconded by Engel.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported on the proposed grant to Hackbarth for Hoopla, continuing issues with the current statewide delivery service for BCCLS libraries (Library Link NJ), community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 13 items amounting to \$16,673.85

Moved to accept by Matis-Rowe, seconded by Pope.
Motion carried.

Prestige: 15 items for \$5,489.02
Moved to accept by Matis-Rowe, seconded by Pope.
Motion carried.

Wolfson: 1 item for \$490.11
Moved to accept by Valentine, seconded by Febre.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

Renovation Project Update:

The Building Committee met on January 26th to reevaluate the project to take advantage of the State grant.

OLD BUSINESS

a. Policy Review:

The Policy Review Committee will meet in the near future to review and update the Library's policies.

b. Special Police/Security Detail:

The Board discussed the security needs of the Library and the utilization of the Town's Special Police for security detail. Mayor Febre to discuss with the Chief of Police and will advise at the next Board meeting.

c. Website:

Director Hull advised that she is close to choosing a new web hosting/design service.

NEW BUSINESS

a. Children's Librarian Position:

The Board made a motion to approve the hiring of Danielle Fisher for the position of Children's Librarian effective January 24, 2018. Moved by Pope. Seconded by Engel.
Motion carried.

b. Proposed Budget 2017:

The Board discussed the proposed budget which will be revised to reflect accurate funding for the special police security detail.

c. Historical Committee Request:

The Board will discuss the Historical Committee's request at a future meeting.

d. March Meeting Date:

The March Library Board meeting will take place on March 28, 2018.

ADJOURNMENT

Matis-Rowe moved to adjourn at 7:57 PM, seconded by Valentine. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 28, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:30 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, E. Engel, M. Matis-Rowe
Mayor Adrian Febre
Library Director: Caitlin Hull
School Superintendent Liaison: D. Cicarelli

The following were absent:

Chairman Emeritus: H. Bloom
Trustees: E. Pope
Council Liaison: M. Gervino

MINUTES

Motion to accept the minutes of the February meeting moved by Engel and seconded by Matis-Rowe.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported on the upcoming Hackbarth Foundation meeting, the statewide delivery service for BCCLS libraries (Library Link NJ), community outreach, professional development and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 8 items amounting to \$1,940.81
Moved to accept by Matis-Rowe, seconded by Engel.
Motion carried.

Prestige: 13 items for \$5,432.29
Moved to accept by Valentine, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

a. Renovation Project Update:

Mayor Febre recommended that Director Hull and the Building Committee meet with the Town Grant Writer and Town Manager to discuss how the Library can qualify for the State grant.

OLD BUSINESS

a. Proposed Budget 2018:

The proposed budget, which was adjusted to accommodate the cost of the special police for security, was moved by Febre, seconded by Matis-Rowe. Motion carried.

a. Website:

Director Hull advised that she is awaiting a proposal from a web hosting/design service and will share the information with the Board upon receipt.

NEW BUSINESS

None.

ADJOURNMENT

Stathis moved to adjourn at 7:05 PM, seconded by Febre. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 18, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:35 PM.

The following were present:

Trustees: L. Lapin, E. Pope, T. Valentine, E. Engel, M. Matis-Rowe
Mayor Adrian Febre
Council Liaison: M. Gervino
Library Director: Caitlin Hull

The following were absent:

Trustee: M. Stathis
Chairman Emeritus: H. Bloom
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the March meeting moved by Matis-Rowe and seconded by Febre.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported on the upcoming Hackbarth Foundation meeting, the status of the statewide delivery service for BCCLS libraries (Library Link NJ), upcoming staff evaluations and trainings, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 11 items amounting to \$2,277.96
Moved to accept by Valentine, seconded by Engel.
Motion carried.

Prestige: 12 items for \$4,426.81
Moved to accept by Valentine, seconded by Pope.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

a. Historical Committee:

Mayor Febre gave an update on the Historical Committee's display bookcases.

a. Website:

Director Hull presented a proposal from a CCS (Coban Computer Solutions). The company has been recommended by Hasbrouck Heights Public Library. Mayor Febre asked the Director to obtain additional references from other libraries.

The Board made a motion to contract with CCS (Coban Computer Solutions) for website development pending a check of references by Director Hull. Moved by Febre. Seconded by Valentine. Motion carried.

NEW BUSINESS

a. Auditor:

The Board made a motion to hire Ferraioli, Wielkottz, Cerullo and Cuva for auditor services. Moved by Lapin. Seconded by Engel. Motion carried.

b. Upcoming Hackbarth Meeting:

The Hackbarth Semi-Annual meeting will take place on April 25th. Director Hull provided an overview of what she will present and will provide a recap of the meeting to the Board of Trustees.

ADJOURNMENT

Febre moved to adjourn at 7:46 PM, seconded by Valentine. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A closed meeting of the Board of Trustees of the Maywood Public Library was held on May 16, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Open Public Meetings Act, the regular meeting was moved to a closed session to discuss the Director Evaluation Form.

The meeting closed at 7:05 PM.

Lapin moved to close the meeting, Engel seconded. Motion carried.

The following were present:

Trustees: L. Lapin, T. Valentine, E. Engel, M. Matos-Rowe

Council Liaison: M. Gervino

Library Director: Caitlin Hull

The following were absent:

Trustees: M. Stathis, E. Pope

Chairman Emeritus: H. Bloom

Mayor Adrian Febre

School Superintendent Liaison: D. Cicarelli

Library Director: Caitlin Hull

The closed session ended at 7:20 PM. Valentine moved to end the closed session, Matos-Rowe seconded. Motion carried.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 20, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:35 PM.

The following were present:

Trustees: L. Lapin, E. Pope, E. Engel, M. Stathis, M. Matos-Rowe
Mayor Adrian Febre
Library Director: Caitlin Hull

The following were absent:

Trustees: T. Valentine
Chairman Emeritus: H. Bloom
School Superintendent Liaison: D. Cicarelli
Council Liaison: M. Gervino

MINUTES

Motion to accept the minutes of the May meeting moved by Lapin and seconded by Engel. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No correspondence.

DIRECTOR'S REPORT

Director Hull reported on adult and youth programming, plans for the 2018 Summer Reading program, reinstituting hoopla services, the audit in progress, the status of statewide delivery services and its impact on BCCLS, and staff participation at the NJLA conference.

FINANCE REPORT

Bill List

Hackbarth: 21 items amounting to \$11,142.15
Moved to accept by Matos-Rowe, seconded by Stathis.
Motion carried.

Prestige: 16 items for \$5,854.68
Moved to accept by Stathis, seconded by Matos-Rowe.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

a. Website:

Director Hull advised the website update is now complete and that a staff member will be responsible for regular updates.

NEW BUSINESS

a. Architect request for information:

The Board reviewed correspondence from architect Christopher Sepp regarding bathroom fixtures. The Board advised Director Hull to ask the architect to provide a document with the firm's recommendations.

ADJOURNMENT

Lapin moved to adjourn at 7:39 PM, seconded by Matos-Rowe. Motion Carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, Library Director

A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 18, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:05 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, M. Matos-Rowe
Mayor Adrian Febre
School Superintendent Liaison: D. Cicarelli
Library Director: Caitlin Hull

The following were absent:

Trustees: E. Pope, E. Engel
Chairman Emeritus: H. Bloom
Council Liason: M. Gervino

MINUTES

Motion to accept the minutes of the June meeting moved by Stathis and seconded by Matos-Rowe.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

Director Hull received an invoice from Awesome Library Services in connection with our domain name. The invoice will be submitted to the Board Attorney for review.

DIRECTOR'S REPORT

Director Hull reported on the 2018 Summer Reading Program, Hackbarth updates, promoting Hoopla, building issues, BCCLS updates, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 3 items amounting to \$449.93

Moved to accept by Valentine, seconded by Matos-Rowe.
Motion carried.

Prestige: 7 items for \$1,868.30
Moved to accept by Lapin, seconded by Matos-Rowe.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

- Renovation Project Update:

On July 2nd, a walk-thru of the Library took place including the architect and the engineer which included a review of the Library's drainage system. Next Monday, the Committee will meet with the architect to finalize drawings.

OLD BUSINESS

- State Library Construction Bond:

The Board reviewed a handout regarding the Library Construction Bond Act.

NEW BUSINESS

- Banking Issues:

Director Hull reported having issues accessing the Library's accounts at SB One (formerly Community Bank). Ms. Lapin will work with Director Hull and SB One to rectify the problem.

- Director Evaluation

CLOSED SESSION:

The Board moved to a closed session as per the Open Public Meetings Act to discuss the Library Director's evaluation.

Lapin moved to close the meeting, Febre seconded. Motion carried.

The meeting closed at 6:35 PM.

Stathis moved to end the closed session, Cicarelli seconded. Motion carried. The closed session ended at 6:47 PM.

OPEN SESSION:

The Board approved a \$1,720.00 salary increase to \$80,000 retroactive to June 8, 2018 for the Library Director. Moved to accept by Matos-Rowe, seconded by Valentine. Motion carried.

ADJOURNMENT

Matos-Rowe moved to adjourn at 6:50 PM, seconded by Febre. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A closed meeting of the Board of Trustees of the Maywood Public Library was held on July 18, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Open Public Meetings Act, the regular meeting was moved to a closed session to discuss the evaluation of the Library Director.

The meeting closed at 6:35 PM.

Lapin moved to close the meeting, Febre seconded. Motion carried.

The following were present:

Trustees: L. Lapin, T. Valentine, M. Matos-Rowe, M. Stathis.

Mayor A. Febre

School Superintendent Liaison: D. Cicarelli

The following were absent:

Trustees: E. Pope and E. Engel

Chairman Emeritus: H. Bloom

Council Liaison: M. Gervino

The closed session ended at 6:47 PM. Stathis moved to end the closed session, Cicarelli seconded. Motion carried.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 19, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:30 PM.

The following were present:

Trustees: L. Lapin, T. Valentine, M. Matos-Rowe, E. Pope, E. Engel,
Mayor Adrian Febre
Library Director: Caitlin Hull

The following were absent:

Trustees: M. Stathis
Chairman Emeritus: H. Bloom
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the June meeting moved by Matos-Rowe and seconded by Engel.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

Director Hull received the following correspondence:

- Two (2) letters of resignation from the following library employees:
 - Yasmin Shamouil, Page
 - Patrice Horvath, Youth Services Assistant
- A letter of gratitude via email from a patron regarding the Adult Summer Reading Program.

DIRECTOR'S REPORT

Director Hull reported on staff resignations, Hoopla, building issues, Hackbarth updates, BCCLS updates, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 8 items amounting to \$1,791.87
Moved to accept by Pope, seconded by Matos-Rowe.
Motion carried.

Prestige: 23 items for \$12,082.91
Moved to accept by Valentine, seconded by Matos-Rowe.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

- Policies:

Director Hull recommended that the Policy Committee meet prior to the next board meeting to review and update policies.

- Banking Issues:

Director Hull provided an update on the issues accessing the Library's accounts at SB One (formerly Community Bank). Director Hull will look into the process of switching to another local bank.

NEW BUSINESS

- Library Cards:

The Board approved the purchase of 1,000 library cards as per the quote to replenish the supply. Moved by Pope, seconded by Engel. Motion carried.

- After School Procedure:

The Board approved an update to the Library's Code of Conduct Policy to now allow food in designated areas. Moved by Febre. Seconded by Engel. Motion carried.

- Audit:

The board reviewed the audit as presented.

- Paid Sick Leave Act:

Director Hull distributed copies of The New Jersey Paid Sick Leave Law for review. The Library's policy needs to be updated to reflect this new law, which will go into effect on October 29, 2018. The Policy Committee will meet prior to the next board meeting to assist in the revision. The revised policy will be presented at the next board meeting.

ADJOURNMENT

Febre moved to adjourn at 7:26 PM, seconded by Matos-Rowe. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 17, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:37 PM.

The following were present:

Trustees: L. Lapin, T. Valentine, M. Stathis, E. Pope
Library Director: Caitlin Hull
Council Liaison: M. Gervino

The following were absent:

Trustees: M. Matos-Rowe, E. Engel
Chairman Emeritus: H. Bloom
Mayor Adrian Febre
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the September meeting moved by Pope and seconded by Stathis.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported on professional development, building issues, Hackbarth updates, BCCLS budget and updates, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 15 items amounting to \$4,375.89
Moved to accept by Pope, seconded by Gervino.

Motion carried.

Prestige: 10 items for \$8,925.14
Moved to accept by Pope, seconded by Valentine.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

- Policy Committee:

The Policy Committee met prior to the Board meeting to discuss the Paid Sick Leave Policy and the updates required for compliance with The New Jersey Paid Sick Leave Law.

OLD BUSINESS

- Policies:

- Snack Policy:

Director Hull reported that the new snack policy is working well.

- Paid Sick Leave Policy:

The Paid Sick Leave Policy must be updated to comply with The New Jersey Paid Sick Leave Law. The Policy Committee met prior to the Board meeting to discuss the policy and the updates required for compliance. Director Hull reviewed with the Board what was discussed at the Policy Committee meeting. The Board agreed to vote on an updated policy at the November Board meeting.

- BCCLS Delivery:

Director Hull reviewed the findings of the BCCLS Task Force regarding delivery service for BCCLS libraries.

- November Meeting:

The next Library Board meeting will be held on November 14th due to the Thanksgiving holiday.

- Banking Issues:

Director Hull provided an update regarding banking issues. The Library will switch accounts to TD Bank in the near future.

- DVD Box:

Director Hull will look into the cost of replacing the DVD box as the current one is leaking water.

NEW BUSINESS

- Hackbarth Meeting:

The Hackbarth meeting will take place on November 7th. Director Hull reviewed what will be presented at the meeting.

ADJOURNMENT

Lapin moved to adjourn at 7:46 PM, seconded by Mathis. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 14, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:36 PM.

The following were present:

Trustees: T. Valentine, M. Stathis, M. Matos-Rowe, E. Engel, E. Pope
Library Director: Caitlin Hull

The following were absent:

Trustees: L. Lapin
Chairman Emeritus: H. Bloom
Mayor Adrian Febre
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the October meeting moved by Pope and seconded by Engel. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

Director Hull received two (2) thank you letters (one via mail and one via email) regarding the Halloween program featuring Michele LaRue.

DIRECTOR'S REPORT

Director Hull reported on professional development, building issues, Hackbarth updates, BCCLS budget and updates, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$1,970.26

Moved to accept by Matos-Rowe, seconded by Pope.
Motion carried.

Prestige: 20 items for \$9,021.77
Moved to accept by Valentine, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

a. Banking Issues:

Director Hull advised that TD Bank was unable to provide for the Library's needs. In addition, issues with SB One have been resolved. Therefore, the Board made a motion to remain with SB One since issues have been resolved. Moved by Stathis. Seconded by Pope. Motion carried.

b. Paid Sick Leave Policy:

The Board approved the updated Paid Time Off (Vacation and Sick Pay) policy. Moved by Valentine. Seconded by Pope. Motion carried.

NEW BUSINESS

a. 2019 Holiday Schedule:

The Board approved the 2019 Holiday Schedule. Moved by Valentine. Seconded by Stathis. Motion carried.

b. Floor Cleaning:

The Board made a motion to approve a deep cleaning and sanitizing of the Library by Zimick Bros. Cleaning Service, Inc. Moved by Pope. Seconded by Matos-Rowe. Motion carried.

c. Hackbarth Recap:

The Hackbarth meeting took place on November 7th. Director Hull provided a recap of the meeting to the Board of Trustees.

ADJOURNMENT

Valentine moved to adjourn at 7:32 PM, seconded by Engel. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 19, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Lapin called the meeting to order at 6:40 PM.

The following were present:

Trustees: L. Lapin, T. Valentine, M. Matos-Rowe, E. Engel, E. Pope
Mayor Adrian Febre
Library Director: Caitlin Hull

The following were absent:

Trustees: M. Stathis
Chairman Emeritus: H. Bloom
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the November meeting moved by Pope and seconded by Engel.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

Director Hull received the following two (2) letters:

- A letter of resignation from Adaria Armstrong; found full time work.
- A letter of resignation from Kathy Zalenski; retiring.

DIRECTOR'S REPORT

Director Hull reported building issues, Hackbarth updates, BCCLS updates, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$3,795.61
Moved to accept by Valentine, seconded by Pope.
Motion carried.

Prestige: 19 items for \$8,934.28
Moved to accept by Matos-Rowe, seconded by Febre.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

None.

NEW BUSINESS

A. Capital Plan Resolution

The Board made a motion to approve the Resolution Establishing Capital Expense Plan and Reserving Funds from the 2018 budget in the amount of \$15,000. Moved by Valentine, seconded by Lapin. Motion carried.

B. Architect Bill

The Board reviewed the latest invoice from the architect.

C. BCCLS Overdrive Advantage

The Board made a motion to give Director Hull the authority to spend up to \$5,000 in order to join the BCCLS Overdrive Advantage. Moved by Febre, seconded by Pope. Motion carried.

ADJOURNMENT

Lapin moved to adjourn at 8:00 PM, seconded by Febre. Motion Carried. Meeting adjourned.

Respectfully submitted,

Tammy Valentine, Secretary