

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 16, 2019 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 6:34 PM.

The following were present:

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

The following were absent:

Mayor Adrian Febre
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 building issues, Hackbarth updates, BCCLS updates, staff training, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 13 items amounting to \$12,372.58
Moved to accept by Valentine, seconded by Pope.
Motion carried.

Prestige: 21 items for \$13,751.60
Moved to accept by Valentine, seconded by Stathis.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

A. Overdrive Advantage Plus

Director Hull provided an update regarding joining BCCLS Overdrive Advantage.

NEW BUSINESS

A. Staff Training and Delayed Opening

The Board made a motion to approve a delayed opening on January 29, 2019 for a staff development session. Moved by Lapin, seconded by Stathis. Motion carried.

B. Staff Roster

The Board reviewed the Library Staff Roster.

C. 2019 Goals

The Board reviewed the Maywood Public Library 2019 Goals, which is a precursor to a future strategic plan.

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 Pope. Motion carried.

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

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

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

Stathis moved to adjourn at 7:18 and return to regular session, seconded by Lapin.

REGULAR SESSION

Called to order at 7:18 by President Lorraine Lapin.

Resolutions:

- 2019-01** Establish the Annual Schedule of Meetings
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-02** Authorize Hours of Operation
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-03** Designate Days Library Will Be Closed
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-04** Designate Official Newspapers
Our Town
Community News
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-05** Designate Official Depositories
Community Bank of Bergen County
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-06** 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 Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-07** Library Purchasing Agent
Caitlin Hull, Library Director
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-08** Retain Professional Services without Competitive Bidding
Attorney
Auditor
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-09** Appointing Attorney

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

Moved by Stathis, seconded by Matos-Rowe. Resolution approved. Contingent
on acceptance of last year's fee schedule.

2019-10 Appointing Auditor

Ferraioli, Wielkocz, Cerullo & Cuva at 401 Wanaque Ave, Pompton Lakes, NJ
07442.

Moved by Stathis, seconded by Matos-Rowe. Resolution approved. Contingent
on acceptance of last year's fee schedule.

2019-11 Establish Petty Cash Accounts

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

2019-12 Maintain Membership in BCCLS

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

2019-13 Authorization to Sign Payroll

Caitlin Hull, Library Director

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

2019-14 Authorization of Payment of Reasonable and Customary Bills in the Event of A
Recess or Absence of Quorum

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

ADJOURNMENT

Stathis moved to adjourn at 7:25, seconded by Lapin. 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 20, 2019 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, M. Stathis, T. Valentine, E. Engel
Library Director: Caitlin Hull
Council Liaison: M. Gervino

The following were absent:

Trustee: M. Matos-Rowe, E. Pope
Mayor Adrian Febre
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the January meeting moved by Stathis and seconded by Engel.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

The Director received correspondence from a patron complimenting the new staff.

DIRECTOR'S REPORT

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

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$2,307.54
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Prestige: 12 items for \$4,023.89
Moved to accept by Stathis, seconded by Valentine.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

The Renovation Committee met to review plans for the renovation and to discuss how to proceed.

OLD BUSINESS

None.

NEW BUSINESS

A. Substitute Custodian

The Board made a motion to hire a substitute custodian on a per diem basis. Moved by Valentine, seconded by Engel. Motion carried.

B. Autism Program

The Board reviewed a staff training PowerPoint presentation on communicating and interacting with individuals with Autism.

C. BCCLS Advocacy Day

The Director presented information on an upcoming Advocacy Day hosted by the BCCLS Advocacy Committee.

D. Library Construction Bond Act

The Director presented correspondence from the Township of Cranbury to Governor Murphy requesting faster resolution of awarding grants for library projects. M. Stathis volunteered to write a similar letter on behalf of the Library to Governor Murphy and other officials.

E. 2019 Budget and Narrative

The Board made a motion to accept the budget as presented. Moved by Stathis, seconded by Lapin. Motion carried.

ADJOURNMENT

Valentine moved to adjourn at 7:16 PM, seconded by Lapin. 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 20, 2019 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, E. Engel, E. Pope
Library Director: Caitlin Hull
Mayor Adrian Febre

The following were absent:

Trustees: M. Stathis, M. Matos-Rowe
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the February meeting with corrections moved by Lapin and seconded by Engel. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported BCCLS updates, staff training, community outreach and adult and youth programs.

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$2,339.72
Moved to accept by Lapin, seconded by Engel.
Motion carried.

Prestige: 14 items for \$5,488.86
Moved to accept by Pope, seconded by Valentine.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

A. State Aid Report

The Board reviewed the State Aid Report as presented.

NEW BUSINESS

A. BCCLS Advocacy Day

Director Hull and L. Lapin attended this program and provided a summary to the Board.

B. Bergen Record Article

The Board reviewed the article published on March 16, 2019 in the Bergen Record concerning The New Jersey Library Construction Bond Act. The Board discussed a letter writing campaign concerning this issue as a possible program in conjunction with the Maywood Schools.

C. Makerspace

The Board discussed the possibility of viewing the makerspace in the Leonia Public Library in the near future.

ADJOURNMENT

Pope moved to adjourn at 7:20, 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 April 17, 2019 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 6:32 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Engel, C. Gundumalla
Library Director: Caitlin Hull
Mayor Adrian Febre

The following were absent:

Trustee: M. Matos-Rowe, E. Pope
Council Liason - M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the March meeting moved by Stathis and seconded by Febre. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

None.

DIRECTOR'S REPORT

Director Hull reported building issues, Hackbarth updates, BCCLS updates, staff training, community outreach and adult and youth programs. Discussed the Advocacy program attended by Director Hull and C. Gundumalla

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$12,015.34
Moved to accept by Febre, seconded by Stathis.
Motion carried.

Prestige: 18 items for \$6,841.07
Moved to accept by Stathis, seconded by Febre.
Motion carried.

Wolfson Bequest Fund: 1 item amounting to \$818.78
Moved by Febre seconded by Stathis

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None

OLD BUSINESS

Continuing the search for a Library Trustee

NEW BUSINESS

- A. Discussed the need to repair and paint the columns of the conference room as well as paint areas of the conference room that have been scuffed and chipped. Mayor Febre will look into requesting the help from the town.**
- B. The Memorial for Hal Bloom was discussed.**
- C. Reminder of the upcoming Hackbarth meeting. Requesting trustees to attend.**

ADJOURNMENT

Febre moved to adjourn at 7:09 PM, seconded by Stathis. Motion Carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 15, 2019 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, M. Stathis, C. Gundumalla, E. Engel
Library Director: Caitlin Hull
Mayor Adrian Febre

The following were absent:

Trustee: M. Matos-Rowe, E. Pope
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the April meeting moved by Stathis and seconded by Engel. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

Director Hull reported building issues, Hackbarth updates, BCCLS updates, staff training, community outreach and adult and youth programs. Mobile library was discussed to enhance membership and community outreach.

Motion to move forward with the first phase of the Library Project moved by Stathis and seconded by Febre. Motion carried.

FINANCE REPORT

Bill List

Hackbarth: 13 items amounting to \$5,070.96
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Prestige: 12 items for \$6,013.39
Moved to accept by Stathis, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

Continuing the search for a Library Trustee

NEW BUSINESS

A. Staff Increases

Motion to agree to a 2% increase in staff wages was made by Lapin and seconded by Engel. Motion carried

B. Hackbarth Meeting

Five grants were presented at the meeting and 4 were approved.
Museum passes, computers for children and young adults section of the library,
ESL collection development, and development of a mobile library.
Grant for World Languages will be discussed at a later date.

ADJOURNMENT

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

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 15, 2019 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 6:41 PM.

The following were present:

Trustees: M. Stathis, C. Gundumalla, E. Engel
Library Director: Caitlin Hull
Mayor Andre Febre

The following were absent:

Trustee: M. Matos-Rowe, E. Pope, L. Lapin
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

A quorum was not present. No motions were accepted or moved.

PUBLIC PORTION

No public present.

CORRESPONDENCE

- Thank you note from the Bergen County Nurse's Association.
- Resignation from Joseph Prado.

DIRECTOR'S REPORT

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

FINANCE REPORT

Bill List - due to a lack of a quorum, the bill list was not moved.

COMMITTEE REPORTS

None.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT - 7:10PM

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 15, 2019 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, M. Stathis, C. Gundu,malla, E. Engel, J. Stinziano
Library Director: Caitlin Hull
Mayor Andre Febre

The following were absent:

Trustee: M. Matos-Rowe, E. Pope
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of both the May 15 and June 26 meeting moved by Stathis and seconded by Engel. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

Director Hull reported building issues concerning plumbing, air conditioning, and extermination.

Finalization for ten computers to be purchased by the Hackbarth Foundation in the amount of \$8,850.60

BCCLS Breakfast to be held at Seasons on Oct. 22. Tickets by Aug. 1

FINANCE REPORT

Bill List

June, 2019

Hackbarth: 21 items amounting to \$6,622.92
Moved to accept by Stathis, seconded by Stinziano.
Motion carried.

Prestige: 12 items for \$4,093.47
Moved to accept by Stathis, seconded by Engel.
Motion carried.

July, 2019

Hackbarth: 13 items amounting to \$3,140.21
Moved to accept by Stathis, seconded by Stinziano
Motion carried.

Prestige: 7 items amounting to \$5,810.81
Moved to accept by Engel, seconded by Febre
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

a. Building Committee

1. HVAC options

Gary, DPW will consult with the AC company for computer error issues. The AC proposal was postponed pending further discussion and evaluation.

2. State Update

As of July 1, 2019 the new draft regulations have been posted and are open for comment through August 30, 2019

OLD BUSINESS

- a. Mobile Library will make its debut at the Maywood Municipal Pool.
Discussed the approval for the mobile library to go to National Night Out.

NEW BUSINESS

NJ Minimum Wage increase from \$8.67 to \$10.00 for one member of the staff in the Page position.

ADJOURNMENT

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

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 18, 2019 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, C. Gundu;mall, E. Engel, J. Stinziano, M. Matos-Rowe, E. Pope
Library Director: Caitlin Hull
Mayor Andre Febre

The following were absent:

Trustee: M. Stathis
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of both the July 25 meeting moved by Engel and seconded by Stinziano.
Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

Director Hull reported that the library is under budget and a portion of the money will be moved into the capital funds for future renovations.

FINANCE REPORT

Bill List

Hackbarth: 17 items amounting to \$15,055.43
Moved to accept by Engel and seconded by Febre.

Motion carried.

Prestige: 22 items amounting to \$14,050.14
Moved to accept by Stathis, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

a. Building Committee

1. HVAC evaluation – Roof units need to be replaced within 5 years. Heat exchanger needs to be repaired or replaced immediately. A. Febre will discuss the report from Shine Engineering with the borough administrator, R. Stein
Evaluation of HVAC system needed to be completed in order to proceed with any renovation plans.

b. State Update - No recent updates to the State Bond.

OLD BUSINESS

Motion made to enter into closed session to discuss Director's Review.

MEETING RE-OPENED at 7:18 pm

The motion as discussed during closed session regarding director salary increase was moved by Lapin and seconded by Engel. Motion carried. All were in favor of the motion.

NEW BUSINESS - None

ADJOURNMENT

Lapin moved to adjourn at 7:24 PM, seconded by Pope. Motion Carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 20, 2019 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, M. Stathis, C. Gundumalla, E. Engel
Library Director: Caitlin Hull
Mayor Andre Febre

The following were absent:

Trustee: M. Matos-Rowe, E. Pope, J. Stinziano
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

Motion to accept the minutes of the Sept. 18 meeting moved by Stathis and seconded by Lapin. Motion carried. Since we did not have a quorum for the Oct. 16 meeting, there were no submitted minutes.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. Work order was discussed to deep clean several areas of the library. The work is estimated to cost \$3,000. Motion to approve the work order was made by Stathis, seconded by Engel. All were in favor. Motion carried.
- b. New Media Drop Box is needed. The cost is estimated to be about \$4,000. Motion was made to reserve \$4,000 for the purchase. Moved to accept by Stathis, seconded by Lapin. All were in favor. Motion Carried.

FINANCE REPORT

Bill List

October, 2019

Hackbarth: 10 items amounting to \$11,774.91
Moved to accept by Stathis, seconded by Lapin
Motion carried.

Prestige: 15 items amounting to \$6,926.88
Moved to accept by Stathis, seconded by Lapin
Motion carried.

November, 2019

Hackbarth: 15 items amounting to \$3,549.14
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Prestige: 18 items for \$8,323.30
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

- a. Building Committee - HVAC problems were discussed with the architect. Suggestion and decision was made to submit bids, apply for permits and begin work in Spring/Summer.

OLD BUSINESS

- a. Resolution was made to create a bank account under the name of Capital Fund. Resolution was accepted and moved by Engel, seconded by Lapin. Motion carried.

NEW BUSINESS

- a. Hackbarth Meeting was held on Wednesday, November 13, 2019. Three grants submitted by the library director were approved for the year 2020. Both Caitlin and Danielle gave presentations to attendees on the goals, programs, and initiatives of the library.
- b. The US Census Bureau requested the use of the library for a recruiting event. This event

will allow the bureau to give out flyers and information about job opportunities for the upcoming 2020 Census. Request was granted.

c. The library holidays for the 2020 calendar was discussed and accepted. Motion was made by Stathis and seconded by Engel. Motion carried.

ADJOURNMENT

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

Respectfully submitted,

Eileen Engel, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 18, 2019 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, C. Gundumalla, E. Engel, E. Pope, M. Matos-Rowe
Library Director: Caitlin Hull
Mayor Andre Febre

The following were absent:

Trustee: J. Stinziano
Council Liaison: M. Gervino
School Superintendent Liaison: D. Cicarelli

MINUTES

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

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. One part of the HVAC System unit will be replaced at the expense of the town. The remainder of the system will be replace at a later date.
- b. The Youth Advisory Boardd will will begin in January 2020.

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$2,844.97
Moved to accept by Stathis, seconded by Lapin.

Motion carried.

Prestige: 16 items for \$5,159.32
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

None.

NEW BUSINESS

- a. Macmillan boycott was discussed. Libraries will not be purchasing ebooks published by Macmillan since the publisher has changed its policy and is allowing only a single purchase of each new ebook for the first eight weeks after its release. The purchase price will then increase. The eBCCLS committee is strongly recommending all libraries to join the boycott until their policy changes.
- b. Discussion began on the consideration of allowing the library to be a Fine Free Library. Pros and Cons were brought up and further discussion is needed in order make a decision on this topic in the future.

Stathis moved to adjourn at 7:18 PM, seconded by Pope. Motion Carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary