

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 23, 2020 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,
Library Director: Caitlin Hull
Mayor Richard Bolan
School Superintendent Liaison: D. Cicarelli

The following were absent:

Trustee: M. Matos-Rowe
Council Liaison: M. Gervino

REORGANIZATION

Motion to appoint Lorraine Lapin as President moved by Stathis and seconded by Pope.
Motion to appoint Matthew Stathis as Vice-President moved by Pope and seconded by Engel.
Motion to appoint Eileen Engel as Secretary moved by Pope and seconded by Stathis.
Motion to appoint Ellen Pope as Treasurer moved by Engel and seconded by Stathis.

REVIEW AND APPROVAL OF 2020 RESOLUTIONS

Motion to approve Resolution 2020-01 (Establish the Annual Schedule of Meetings) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-2 (Authorize Hours of Operation) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-3 (Designate Days Library will be Closed) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-4 (Designate Official Newspapers) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-5 (Designate Official Depositories) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-6 (Authorize Signatures on Checks) moved by Stathis and seconded by Engel.

Motion to approve Resolution 2020-7 (Library Purchasing Agent) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-8 (Retain Professional Services without Competitive Bidding) moved by Stathis and seconded by Lapin

Motion to approve Resolution 2020-9 (Appointing Attorney) moved by Stathis and seconded by Lapin

Motion so approve Resolution 2020-10 (Appointing Auditor) moved by Stathis and seconded by Engel

Motion to approve Resolution 2020-11 (Establish Petty Cash Accounts) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-12 (Maintain Membership in BCCLS) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-13 (Authoirization to Sign Payroll) moved by Stathis and seconded by Lapin.

Motion to approve Resolution 2020-14 (Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum) moved by Stathis and seconded by Engel.

MINUTES

Motion to accept the minutes of the previous regular meeting and an intervening special meeting moved by Pope and seconded by Stathis.

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

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. Replacement of Heating and Air Conditioning units began on January 23, 2020 and work will continue on the other unit until completion.
- b. Recruitment of volunteers to serve on the Youth Advisory Board will begin with seventh and eighth graders.

c. The Net Lending Program will no longer be a service of BCCLS.

FINANCE REPORT

Bill List

Hackbarth: 12 items amounting to \$11,500.48
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Prestige: 18 items amounting to \$12,557.13
Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

- a. Architect Bills – No discussion on this item until the next meeting as more information is needed.
- b. Construction Bond Application has been released and ready for review. A webinar is available to view and understand the requirements for the application. Grant writing will begin for approval of funds for new construction.
- c. Motion was made to allow the Maywood Free Public Library to become Fine Free. Moved to accept by Engel and seconded by Pope. Stathis opposed
Policy for this motion will be written and presented at the February meeting.

NEW BUSINESS

- a. Motion was made to move \$30,000 from the 2019 budget into the Capital Funds Account. Moved by Stathis and seconded by Engel.
- b. Goals for 2020 were discussed. Suggestions were and increase in Tech classes, creation of a knitting class, increase in job seeking classes. More ideas to be forthcoming.

Stathis moved to adjourn at 7:43 PM, seconded by Cicarelli. Motion Carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees

Rescheduled Meeting, February 19, 2020

A rescheduled meeting of the Board of Trustees of the Maywood Public Library was held on February 19, 2020 in the Conference Room at the Library, due to not having a quorum on 2-12-20.

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:

Mayor Richard Bolan

Trustees: L. Lapin, C. Gundumalla, M. Matos-Rowe, E Pope, Nancy Jengo (newly appointed)

Library Director: Caitlin Hull

Council Liaison: TBT

The following were absent:

Trustee: E. Engel, M Stathis

School Superintendent Liaison: TBD

MINUTES

Motion to accept the minutes of the January meeting moved by Lapin and seconded by Pope. All in favor. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

Director Hull reported the lease is up on both the Public Copier and Staff Copiers. The new lease will be color for both. The lease cost for both Public and Staff is currently \$173.00 per month. The new 60 month lease will increase to \$185.00 per month. Motion to accept new copier lease was moved by Pope and seconded by Matos-Rowe. Motion passed.

Director Hull also spoke about Mobile Print Service. Library patrons are able to send to the library printer from home and pick up their prints at the library. This will get more members into the library. Motion to accept Mobile Print Service was moved by Lapin and seconded by Pope. Motion carried.

Director Hull discussed the March Happenings which include Historical Society's Black and White movie on Maywood, Hands on Makers Day, Minds in Motion, and Family Day.

BCCLS would like to have more Trustee Meetings. Maywood is hosting a meeting on libraries becoming Fine Free in April.

Due to the recent work being done in the library on the HVAC system, the heat is finally working!

FINANCE REPORT

Bill List

Hackbarth: 9 items amounting to \$1,235.99
Moved to accept by Lapin, seconded by Matos-Rowe.
Motion carried.

Prestige: 13 items for \$7,121.30
Moved to accept by Pope, seconded by Lapin
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None

OLD BUSINESS

Mike Gervino is no longer on the Council. His replacement TBD.

Architect Bills have not been paid. M Stathis is reaching out to them for clarification on a few points.

NEW BUSINESS

- A. Due to the fact that we have received the specifications for the Library Construction Bond Act, a committee is needed to give input to the town grant writer.
We felt that M. Stathis would be an integral part of the committee with Engel and Pope joining as well.
- B. Due to the recent shooting Spring Valley NY Library, there was a discussion about safety and drills. Director Hull had recently gone to a meeting about Active Shooter Procedure.
We need more discussion.
- C. A motion was made to accept the Fine Free Policy by Lapin and seconded by Gundumalla.
All in favor. Motion passed.

2020 Budget and Narrative

The Board made a motion to accept the budget as presented. Moved by Matos-Rowe, seconded by Jengo. All in favor. Motion carried.

ADJOURNMENT

Matos-Rowe moved to adjourn at 7:46 PM, seconded by Jengo. Motion Carried. Meeting adjourned.

Respectfully submitted,

Ellen Pope, for Eileen Engel

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 18, 2020 in the main floor of the Library. This meeting was a rescheduled meeting as there was not a quorum at the regularly scheduled meeting on March 11.

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 6:02 PM.

The following were present:

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

The following were absent:

Trustee: C. Gundumalla
Mayor Richard Bolan
School Superintendent Liaison: D. Cicarelli

MINUTES

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

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

FINANCE REPORT

Bill List

Hackbarth: 11 items amounting to \$2,418.58
Moved to accept by Pope, seconded by Matos-Rowe.
Motion carried.

Prestige: 16 items amounting to \$5,886.64
Moved to accept by Pope, seconded by Stathis.
Motion carried.

Profit and Loss statements accepted as presented.

OLD BUSINESS

Motion for resolution to apply for the New Jersey Library Construction Bond Act moved by Lapin and seconded by Engel. All in favor. Motion carried.

NEW BUSINESS

Motion to allow Director to use judgment regarding staffing of library and staff in building during emergency moved by Stathis and seconded by Lapin. All in favor. Motion carried.

Jengo moved to adjourn at 6:06 PM, seconded by Engel. Motion Carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, Director on behalf of Secretary and Board of Trustees

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 13, 2020 remotely via Zoom.

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 and access information was provided.

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

The following were present:

Trustees: L. Lapin, M. Stathis, C. Gundumalla, E. Engel, E. Pope, N. Jengo
Library Director: Caitlin Hull
Mayor Richard Boland
School Superintendent Liaison: Ray Velez

The following were absent:

Trustee: M. Matos-Rowe

MINUTES

Motion to accept the minutes of the April meeting moved by Engel and seconded by Pope.
Motion carried. All in favor.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. Digital programs have become popular and will continue to be used after the crisis.
- b. There has been an increase in Facebook following of the library.
- c. BCCLS will form a task force to implement guidelines for the opening of all libraries.
- d. Return items will be quarantined for 72 hours.
- e. Discussion of the purchase of plastic shields to follow protocol for protection of employees.
- f. Possible curbside service of books and crafts.

FINANCE REPORT

Bill List

April 8, 2020

Prestige: 7 items amounting to \$2,636.22
Moved to accept by Jengo, seconded by Pope.
All in favor. Motion carried.

Hackbarth: 6 items for \$9,532.84
Moved to accept by Stathis, seconded by Lapin.
All in favor. Motion carried.

May 13, 2020

Prestige: 10 items amounting to \$2,365.88
Moved to accept by Engel, seconded by Jengo
All in favor. Motion carried.

Hackbarth: 7 items amounting to \$1,405.98
Moved to accept by Stathis, seconded by Pope
All in favor. Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

None.

OLD BUSINESS

- a. State Library Grant is in the process of being written.
- b. Director Hull will continue to complete her portion of the grant. Grant committee will meet to make further recommendations and polish the final draft. Grant must be submitted by June 5.
- c. New copier will be held for delivery until the library can officially open.
- d. Wireless printing installation will take place before library opening.

NEW BUSINESS

None

Stathis moved to adjourn at 7:19 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 June 10, 2020 on ZOOM as a virtual meeting.

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, C. Gundumalla, E. Engel, E. Pope,
Library Director: Caitlin Hull
Mayor Richard Boland
Council Liaison: Lou Roer
School Superintendent Liaison: Ray Velez

The following were absent:

Trustee: N. Jengo, Matos-Rowe

MINUTES

Motion to accept the minutes of the May meeting moved by Pope and seconded by Lapin. Motion carried. All in favor.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. Reopening strategies were discussed in order to prepare the library for the eventual reopening. Library staff will return to work starting on June 15. Staff will work on alternate days using 3 and a half hour shifts. All staff must wear masks.
- b. Director Hull will attend a meeting with Governor Murphy on June 12 regarding protocols for reopening the library. These protocols will be discussed with the Reopening Committee to ensure that the reopening process will proceed according to state guidelines.
- c. Director Hull will apply for FEMA Reimbursement for post COVID-19 safety equipment for all staff.

- d. Discussion took place regarding the Meescan program which will allow patrons to check out books using a phone app or kiosk in the library. When the program is approved the Maywood Library will take part in the program.
- e. Return items will continue to be quarantined for 72 hours.
- f. When curbside delivery goes into effect it will be for Maywood library items only. There will be no borrowing from other libraries at this time.
- g. Reopening policies will be reviewed by the attorney.
- h. The Homebound program will continue to be discussed. Delivery of items is easy but return of the items is problematic. This program would allow for a 2 month checkout. There would be restrictions on items to be checked out in this program.
- i. Director Hull has applied to the Hackbarth Foundation for grants for Kanopy, Hoopla, Diversity, and Museum Passes.

FINANCE REPORT

Bill List

- Hackbarth:** 4 items amounting to \$2,871.12
Moved to accept by Pope, seconded by Lapin.
Motion carried.
- Prestige:** 8 items for \$627.70
Moved to accept by Pope, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

Building Committee

- a. Library Grant was submitted on June 3. Notification from the state remains at Sept. 2020. Funds are to be released in Jan. 2021. Strong possibility there will be delays from the state.

OLD BUSINESS

- a. Staff to start work on June 15 and will work on alternate days.
- b. Curbside service for the remainder of the summer. Patrons can call to order and will be notified when the order is ready.
- c. Virtual programs for the remainder of the year.

NEW BUSINESS

None

Stathis moved to adjourn at 7:23 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 July 8, 2020 on ZOOM as a virtual meeting.

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 6:32 PM.

The following were present:

Trustees: M. Stathis, E. Engel, E. Pope, N. Jengo
Library Director: Caitlin Hull
Council Liaison: Lou Roer
School Superintendent Liaison: Ray Velez

The following were absent:

Mayor Richard Boland
Trustee: Matos-Rowe, L. Lapin, C Gundumalla

MINUTES

Motion to accept the minutes of the June meeting moved by Pope and seconded by Jengo. Motion carried. All in favor.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

- a. Mobile Printing Services was installed on July 8. The service is up and running and available to the public to print documents from a variety of digital devices. The link for the service will be advertised on the library website, newsletter, and placed in all curbside pick up bags.
- b. Kanopy has been purchased and is available to members. Kanopy will offer members a variety of movies that can be downloaded onto TV, computer, phones, etc.
- c. Meescan is working and available to members when the library opens to the public.

FINANCE REPORT

Bill List

June 2020 Bills

Hackbarth: 9 items amounting to \$10,887.07
Moved to accept by Jengo, seconded by Engel.
Motion carried.

Prestige: 17 items amounting to \$6,888.09
Moved to accept by Engel, seconded by Pope.
Motion carried.

July 2020 Bills

Hackbarth: 5 items amounting to \$1,170.42
Moved to accept by Engel, seconded by Pope.
Motion carried.

Prestige: 5 items amounting to \$838.73
Moved to accept by Stathis, seconded by Engel.
Motion carried.

Profit and Loss statements accepted as presented.

COMMITTEE REPORTS

No Committee reports

OLD BUSINESS

None

NEW BUSINESS

- a. Discussion on the Reopening Phases of the Library. Phase 1 and 2 have taken place.
- b. Phase 3 will allow patrons to visit the library. Discussion took place on how to monitor time limits for each patron using sign in sheets, timers, wristlets, honor system, etc. Twenty visitors is the maximum capacity.
- c. Discussion took place on when to implement Phase 3. When the Borough Hall opens, the library will follow suit and begin Phase 3.
- d. Bathrooms will remain closed unless the lawyer representing the Library determines

otherwise. If the bathroom must remain open, the board approves that Director Hull has the discretion to hire a custodian to clean the bathroom as required by the guidelines.

e. Motion was made to send plans for Reopening Phases 1 - 5 to the Library attorney for review and approval. Motion made by Stathis, seconded by Jengo . All in favor. Motion carried.

f. Discussion on allowing staff to carry over vacation time into the following year 2021 as a one-time allowance. It was decided to go forward and have the attorney write the policy regarding this matter.

g. Opening dates to implement Phase 4 and 5 will be discussed at the August 26 meeting.

Pope moved to adjourn at 7:41 PM, seconded by Jengo. Motion Carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

A special meeting of the Board of Trustees of the Maywood Public Library was held on August 27, 2020 remotely via Zoom.

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 6:03 PM.

The following were present:

Trustees: L. Lapin, N. Jengo, E. Pope, M. Stathis

Library Director: Caitlin Hull

Council Liaison: L. Roer

The following were absent:

Mayor R. Bolan

Trustee: E. Engel, M. Matos-Rowe

School Superintendent Liaison: R. Velez

MINUTES

Motion to accept the minutes of the July meeting moved by Stathis and seconded by Jengo. All in favor. Motion carried.

PUBLIC PORTION

No public present.

CORRESPONDENCE

No Correspondence

DIRECTOR'S REPORT

No Director's Report prepared for Special Meeting

FINANCE REPORT

No Finance Report or Bills Lists

COMMITTEE REPORTS

None

OLD BUSINESS

Reopening plans were discussed in light of students returning back to school. It was decided that the Library would expand hours to include one evening and one weekend per week. In addition, the hours allowed in the library would be increased slightly until 5 pm (with the exception of Tuesday, which will be increased to 7 pm) but all other limitations would remain in effect, including time limit of 30 minutes, age requirement (under 14 accompanied by an adult), closing of lower level and continued lack of furniture on main level.

The Code of Conduct additions for Health and Safety were approved. A motion was made by Pope and seconded by Jengo. All in favor. Motion carried.

Remote printing was also discussed. The Library will resume charging for prints, but will make exceptions for job seekers that are printing out their resumes and related materials.

NEW BUSINESS

The purchase of new library cards was discussed. Stathis proposed using a rendering of the upcoming addition as the image on the card or running a contest for patrons to design a new card. It was decided that the contest would be run at a later date, but that Stathis would obtain a rendering from the architect. The issue will be on the agenda for further discussion at the September meeting.

ADJOURNMENT

Pope moved to adjourn at 6:34 PM, seconded by Jengo. Motion Carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, for Eileen Engel

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 9, 2020. Due to COVID-19 this meeting was held virtually as a ZOOM meeting.

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 6:36 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel

Council Liaison: L. Roer

Library Director: Caitlin Hull

The following were absent:

Trustee: N. Jengo, M. Matos-Rowe

Mayor: Richard Bolan

School Superintendent Liaison: R. Velez

Minutes

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

Public Portion

No public present.

Correspondence

No correspondence.

Director's Report

- a. The Story Walk will begin in October. Seven community stores have agreed to take part so far. This activity is designed for Pre-School to Grade 3.

Finance Report

Bill List

Hackbarth: 15 items amounting to \$3,954.62

Moved to accept by Stathis, seconded by Lapin.

Motion carried.

Prestige: 18 items amounting to \$15,835.19.

Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Profit and Loss statements accepted as presented.

Committee Reports

None

Old Business

- a. Discussion on the design for the new library card. Board discussed using the rendering image for the cards being immediately ordered. A contest will be announced to create a design for a future library card. The contest will be open to grades 4-8 at the Maywood Avenue School. Contact will be made with the school's art teacher. Details will be discussed at a later meeting.
- b. Motion to order 750 library cards using the new library rendering image was moved by Stathis and seconded by Lapin. Motion carried.

New Business

- a. Library carpet needs to be deep cleaned. Director Hull will obtain a quote for the necessary cleaning.
- b. The possible start date for the new renovation of the library is November.
- c. The State grant application for the new renovation is in review for approval by the legislature. The COVID-19 crisis has possibly delayed the approval of the grant.

Pope moved to adjourn at 7:13 PM, seconded by Lapin. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting October 14, 2020

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 14, 2020 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

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, M. Stathis, E. Pope, E. Engel, A. Pizza
Library Director: Caitlin Hull
Council Liaison: L. Roer
School Superintendent Liaison: R. Velez

The following were absent:

Trustee: N. Jengo, M. Matos-Rowe
Mayor: Richard Bolan

Minutes

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

Public Portion

No public present.

Correspondence

No correspondence.

Director's Report

- a. Mobile Hot Spots will be in service by the end of October.
- b. Discussion of distribution of library cards to new members. Director Hull will reach out to both Memorial and Maywood Avenue Schools via Zoom and Google Classroom. Documents can be returned via the internet.

Finance Report

Bill List

Hackbarth: 16 items amounting to \$12,314.60

Moved to accept by Stathis, seconded by Engel.
Motion carried.

Prestige: 15 items amounting to \$9,060.49.

Moved to accept by ENGel, seconded by Stathis.
Motion carried.

Profit and Loss statements accepted as presented.

Committee Reports

None

Old Business

- a. Order for new library cards with a new design was placed.
- b. No further movement by the State on approval of the Library grant.

New Business

- a. Discussion of the purchase of a subscription to Newsbank's America's News Database
Members would have access to 3600 various news sources on a daily basis on any digital device. The cost per year is \$1,125. This digital tool will be relayed to both schools for their use as an information tool for student research and reading.
Motion was made to purchase a yearly subscription and moved by Stathis and seconded by Lapin. Motion carried. All in favor.

- b. A proposal was made by Director Hull to award 2.5% salary increases to all staff members, retroactive to June 1, 2020
Motion for approval was moved by Stathis, seconded by Lapin. Motion carried.

- c. A proposal to was made by Director Hull to adjust the salary of the Children's librarian to \$57,000 a year.
Motion for approval was moved by Stathis, seconded by Lapin. Motion carried.

- d. Review of Director Hull will be discussed at the November meeting.

Stathis moved to adjourn at 7:19 PM, seconded by Lapin. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting November 11, 2020

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 11, 2020 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

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 6:31 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel, A. Pizza, N. Jengo

Library Director: Caitlin Hull

Council Liaison: L. Roer

Mayor: Richard Bolan

The following were absent:

Trustee: M. Matos-Rowe

School Superintendent Liaison: Ray Velez

Minutes

Motion to accept the minutes of the October meeting moved by Pope and seconded by Lapin. Motion carried. All in favor.

Public Portion

No public present.

Correspondence

- a. An email was received from Deborah and Jeff Ames representing the Maywood Historical Advisory Committee regarding funding to digitize and archive Our Town newspapers dating from 1948-1992. They are requesting \$6,000 to help complete the project. It was decided by the Board to table this request until further discussion and research of grant opportunities occurred in order to decide if this request is feasible.

Director's Report

Motion was made by Jengo to accept the director's report as presented. Motion was seconded by Pope. Motion carried.

Finance Report

Bill List

Hackbarth: 11 items amounting to \$1,562.95

Moved to accept by Stathis, seconded by Lapin.
Motion carried.

Prestige: 15 items amounting to \$8,148.89

Moved to accept by Stathis, seconded by Engel.
Motion carried.

Profit and Loss statements will be revised and sent to all trustees for review.

Committee Reports

- a. Renovations Committee - Library grant for new renovations has been denied by the State. Phase One of the renovation will proceed as planned.

Old Business

None

New Business

- a. Discussion of Gov. Murphy's Executive Order 192 was discussed in regards to daily temperatures, mask wearing, and employee health forms that are now required protocols for employees. It was decided that these new policies regarding personnel should be the same for all entities in the Borough. Discussions will take place with the Borough Administrator and Risk Manager in order to make all new policies consistent across the borough. Present personnel policies for the library will be reviewed.

b. Director evaluations will be sent out to all trustees.

Engel moved to adjourn at 7:26 PM, seconded by Pope. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting December 9, 2020

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 9, 2020 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

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 6:30 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel, A. Pizza, N. Jengo

Library Director: Caitlin Hull

Council Liaison: L. Roer

Mayor: Richard Bolan

School Superintendent Liaison: Ray Velez

The following were absent:

Trustee: M. Matos-Rowe

Minutes

Motion to accept the minutes of the November meeting were moved by Pope and seconded by Lapin. Motion carried. All in favor.

Public Portion

No public present.

Correspondence

None

Director's Report

Motion was made by Stathis to accept the director's report as presented. Motion was seconded by Pope. Motion carried. All in favor.

Finance Report

Bill List

Hackbarth: 12 items amounting to \$1,978.46

Moved to accept by Stathis, seconded by Lapin.
Motion carried. All in favor.

Prestige: 13 items amounting to \$6,430.21

Moved to accept by Stathis, seconded by Lapin.
Motion carried. All in favor.

Profit and Loss statements accepted as presented.

Discussion took place with the Board and Mayor Bolan in regards to a decrease in financial support from the Borough to the library. Mayor Bolan stated that the borough is in sound financial condition but COVID-19 has caused the borough administration to postpone projects, decrease various job positions, and tighten budget numbers. COVID-19 has created a deficit of almost $\frac{3}{4}$ of a million dollars for the Borough. The Borough is anticipating future difficulties due to the unknowns in 2021 and the administration is taking a conservative approach and anticipating future shortfalls for the budget. Due to the financial losses of the borough, the Library has been requested to incur the expenses of public utilities in the 2021 Library budget amounting to an additional \$48,000. Director Hull and the Board indicated this would be a financial burden on the Library. It was requested that the Borough pay part of this amount. The Mayor indicated that he would discuss this with the Council and hopefully this will only affect the 2021 budget. These utility costs will be discussed again for the 2022 Library budget.

Committee Reports

- a. Formation of Committees will take place at the Jan. 2021 reorganization meeting.

Old Business

- a. Renovation update. Hackbarth Foundation wants to proceed soon with the new construction project on the Young Adult Section.
- b. COVID-19 update - Library will be closed until further notice. Services will continue curbside.

New Business

- a. Motion was made by Engel to approve the purchase of credit for e-books in the amount of \$3,000. Motion was seconded by Jengo. Motion carried. All in favor.
- b. Board was requested to view videos pertaining to training for trustees in order to complete the necessary 7 hours for the year.
- c. Strategic Plan needs to be developed for the Library. This plan should be a 3-5 year plan.

Closed Session

The Board went into closed session to discuss the Evaluation of Director Hull. It was agreed by the Board to defer this discussion on the Director's raise until the January meeting.

Stathis moved to table the Director's increase in salary until the Borough completes its negotiations for town employees. Motion was seconded by Pope. Motion carried. All in favor.

Motion to adjourn was made by Pope and seconded by Engel. Meeting adjourned at 8:05pm.

Respectfully submitted,

Eileen Engel
Secretary