

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees

Regular Meeting January 12,2022

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 12,2022 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 Stathis called the meeting to order at 6:36 PM.

The following were present:

Trustees: M. Stathis, E. Engel, B. Dugan, E. Pope,

Library Director: Caitlin Hull

Council Liaison: L. Roer

The following were absent:

Mayor: Richard Bolan

School Superintendent Liaison: Ray Velez

Trustee: N. Jengo

Reorganization

a. Election of Officers:

Motion was made by Engel to nominate M .Stathis for President and seconded by Pope. All in favor.Motion carried.

Motion was made by Pope to nominate E. Engel for Vice-President and seconded by Stathis. All in favor. Motion carried.

Motion was made by Pope to nominate B. Dugan for Secretary and seconded by Stathis. All in favor. Motion carried.

Motion was made by Engel to nominate E. Pope for Treasurer and seconded by Stathis. All in favor. Motion carried.

b. Review and Approval of 2022 Resolutions

Motion was made by Pope and seconded by Stathis to approve library resolutions 2022-01 to 2022-14. All in favor. Motion carried.

c. Motion was made by Pope and seconded by Dugan to accept the Capital Projects Plan. All in favor. Motion carried.

Minutes

Motion to accept the minutes of the December meeting were moved by Engel and seconded by Dugan. All in favor. Motion carried.

Public Portion

Introduction of new Library Board Trustees: Allison Sabatini and Robin Cabana.

Correspondence

None

Director's Report

No additional discussion on the Director's Report. Report was accepted as presented.

Finance Report

Bill List

a. **December Bills**

Hackbarth: 13 items amounting to \$13,349.79
Moved to accept by Pope, seconded by Dugan.
All in favor. Motion carried.

Prestige: 19 items amounting to \$13,978.01
Moved to accept by Engel, seconded by Pope..
All in favor. Motion carried.

Profit and Loss statements accepted as presented.

Committee Reports

a. Committee Assignments

Strategic Planning - M. Stathis

Construction - M. Stathis, E. Pope, A. Sabatini

Budget - E. Pope, M. Stathis, E. Engel, R. Cubana

Policy - B. Dugan, M. Stathis

Advocacy/Public Relations - A. Sabatini, R. Cubana

b. Construction Update

- i. Contracts to be signed and bidding to be done by Feb./March. Completion of project is estimated to be done by November 1, 2022.
- ii. Public relations committee will create a press release to announce the grant approval and design of the library project to the public.

Old Business

- a. Library Card contest - Board reviewed all submissions for the contest. Five entries were chosen as the best submissions for the card design. A final winner was then decided upon. The winner will receive a Fire Kindle and their design will become the new Library card.

New Business

- a. Resolution to name Lorraine Lapin as Chairwoman Emeritus was reviewed. Motion was made by Stathis and seconded by Pope to accept the resolution. All in favor. Motion carried.
- b. Motion was made by Stathis and seconded by Engel to approve salary increases for 2022. All in Favor. Motion carried.

- c. Motion was made by Pope and seconded by Dugan to approve the resolution for reserving funds in the amount of \$10,000. All in favor. Motion carried.

Motion to adjourn was made by Engel and seconded by Stathis. Meeting adjourned at 7:57pm.

Respectfully submitted,

Eileen Engel
Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 9, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:30 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Pope, R. Cabana, A. Sabatini, E. Engel, N. Jengo

Library Director: C. Hull

Council Liaison: L. Roer

School Superintendent Liaison: R. Velez

Board Attorney: W. Rupp

The following were absent:

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the January 2022 meeting, moved by Pope and seconded by Stathis. Motion carried.

Public Portion

No public present.

Correspondence

Director Hull shared that Library Assistant Christine Lichtenstein provided a notice of resignation on January 14 and her last day of employment was January 29.

Alice Clifford asked if the Library would like to participate in Read Across America at Memorial School on March 2. Youth Services Librarian Danielle Fisher will participate; if any Board members want to join, they are welcome.

Director's Report

An advertisement for a Front Desk/Circulation position will be placed as soon as possible.

After that position is filled, another position will be posted for an Adults Program Coordinator. This person will be responsible for adult programs as well as Makerspace programming after the renovation.

The Borough Green Team has coordinated with the Library to collect and distribute seeds through a Seed Library program. Within 24 hours of the posting of the collaboration, 13 people had requested seeds. There will be gardening programs in March and April to continue this coordination.

President Stathis wondered if we should add the Board Meetings to the Library Calendar.

There will be a Friends Booksale from March 25-27.

Motion to allow the library to be open on Sunday the 27th, moved by Pope and seconded by Stathis.

Motion carried

Motion to accept the Director's Report, moved by Stathis and seconded by Pope. Motion carried.

Finance Report

Bill List

Hackbarth: 15 items amounting to \$3,444.19

Moved to accept by Stathis, seconded by Jengo.

Motion carried.

Prestige: 12 items amounting to \$5,470.30

Moved to accept by Sabatini seconded by Stathis.

Motion carried.

Profit and Loss statements accepted as presented.

Committee Reports

The PR Committee is writing press reports about the construction but is waiting for the renderings from the architect before releasing them.

N. Jengo was added to the Strategic Planning Committee.

Old Business

There was discussion of the quote for the New Library Card based on the winner of the Library Card Art Contest. It was decided that the design should be used for all patrons, not only children's cards. Therefore, the card + key tag + black border (quantity: 750) for \$1615.50 was chosen.

Motion to accept the quote by Watson Label Products, moved by Stathis and seconded by Jengo.
Motion carried.

There was discussion about when and how we should announce the winner and runners up of the Library Card Art Contest. There is a school assembly on the last Friday of the month; Director Hull will ask if we can announce the winner and give the prize this month. Cabana volunteers at the school on Fridays and volunteered to participate (no guests/parents are allowed at the assemblies during Covid). Director Hull and/or Sabatini will reach out to Louie G's about getting gift cards for the runners up.

There was discussion of whether to lift the mask mandate. There was a suggestion to follow the School Board's decision, which will most likely be made at their February meeting.

Motion to make changes to the mask mandate based on the School Board decision, moved by Sabatini and seconded by Jengo. Motion carried.

New Business

a) The projector bulbs in the Hackbarth Auditorium have burned out. The bulbs are no longer manufactured, and an after-market bulb is around \$200. Roer suggested reaching out to BCCLS to see if anyone has extra bulbs or machines. If that solution isn't possible, it was agreed that Director Hull should buy after-market bulbs so that the machines can be used until they are retired in a future remodel.

b) The New Jersey Educational Facilities Authority and NJ State Library, administrators of the NJ Construction Bond Act grants, sent out due diligence forms and tax questionnaires to all grant recipients. This includes resolutions from both the Library Board and/or the Borough Council approving the project and accepting the grant. However, Board Attorney W. Rupp asked the organization for clarification on a number of items in the Questionnaire. The resolution will be pushed back until (maybe) next month.

Board Attorney Rupp had a number of suggestions regarding the construction contract and process. The most important is the authorization of the architect to hire a Clerk of the Works / Project Manager to be onsite to oversee the daily operations of the construction. He suggested meeting with the architect and committee members to discuss this issue.

c) The 1/3 of a mill is going up this year, so the 2022 Budget has increased.
Motion to accept the 2022 Budget, moved by Stathis and seconded by Engel. Motion carried.

Pope moved to adjourn at 8:35 PM, seconded by Engel. Motion carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, Library Director on behalf of Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 9, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:33 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Cabana, A. Sabatini, N. Jengo

Library Director: C. Hull

Council Liaison: L. Roer

Friends of the Library members: Helene Faustini and Joann Lyons

The following were absent:

Mayor: R. Bolan

Trustees: E. Pope, E. Engel

Superintendent Appointee: R. Velez

Committee Reports

Motion to go out of order and do the Construction Project update first, moved by Stathis and seconded by Sabatini. Motion carried.

The renderings of the Hal Bloom Young Adult Center were displayed and discussed.

There is a website where we can keep the public up to date on the construction status:

www.tinyurl.com/MPLRenovation.

George Georgeou, a potential Clerk of the Works for the construction project, mentioned his ideas about incorporating the role into the project. This needs to be further discussed with the Board attorney.

Motion to go back to the regular session, moved by Stathis and seconded by Jengo. Motion carried.

Minutes

Motion to accept the minutes of the February 2022 meeting, moved by Jengo and seconded by Sabatini. Motion carried.

Public Portion

Friends of the Library members Helene Faustini and Joann Lyons promoted the upcoming booksale: March 25th and 26th from 10-4 and 27th from 12-4.

The plan is to donate any unsold books to Better World Books. There were suggestions to donate any large print books to a nursing home, senior center, or veteran's hospital. Jengo suggested donating any children's books to the Rotary, Great Falls.

Correspondence

There was no correspondence.

Director's Report

Anne Marie Infosino will begin on Monday, March 14, as a Library Assistant. She will work at the circulation desk and provide assistance to patrons who need help on the public computers.

Adalyn Model will take on the role of Adult Programming and Technology Coordinator. Ms. Model will plan adult programs and the coordination of outside speakers. She will continue the Tech Bar sessions and monthly DIY programs, both of which will be instrumental into segueing into Makerspace programming post-renovation. She will also likely reintroduce a monthly book club and solicit patron feedback to develop other programming series. She began on March 8.

Circulation, visits, and attendance at in-person events are back up.

The new cards based on the winning child design should be here in early April. Pictures of the winning designs will be displayed in the library.

Finance Report

Bill List

Hackbarth: 15 items amounting to \$7552.76

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

Prestige: 16 items amounting to \$3964.11

Moved to accept by Stathis seconded by Sabatini. Motion carried.

Profit and Loss statements accepted as presented.

Committee Reports

Now that we have renderings from the architect, the PR Committee will meet to create press reports about the construction.

Old Business

Wearing of masks will be optional going forward.

The downstairs rooms will be reopened to the public. The lounge chairs will be brought upstairs. Not all computer chairs will be put out yet; two chairs at a table seems too close at this point.

A motion to authorize Director Hull to reopen rooms as needed was made by Stathis and seconded by Jengo. Motion carried.

New Business

a) A motion to accept the *Resolution Authorizing the Execution of a Grant Agreement Under the New Jersey Library Construction Bond Act for Renovation to the Maywood Public Library* was moved by Stathis and seconded by Sabatini. Motion carried.

b) The NJ Health Connect iPad Lending Policy was discussed. The fee for replacement was set at "up to \$500", the overdue charge \$10 per day, and the fee for a damaged case \$50.

There was a question about whether the iPads are covered by Applecare. Director Hull said she would check.

Motion to accept the policy, moved by Stathis and seconded by Jengo. Motion carried.

Jengo moved to adjourn at 7:39 PM, seconded by Cabana. Motion carried. Meeting adjourned.

Respectfully submitted,

Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 13, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Cabana, A. Sabatini, E. Pope, E. Engel

Library Director: C. Hull

Council Liaison: L. Roer

Superintendent Appointee: R. Velez, and new Appointee Genevieve Stelter

Friends of the Library members: Joann Lyons

The following were absent:

Mayor: R. Bolan

Trustees: N. Jengo

Minutes

Motion to accept the minutes of the March 2022 meeting, moved by Sabatini and seconded by Cabana. Motion carried. (Abstained: Pope, Engel, Velez, Stelter)

Public Portion

The new Superintendent Appointee, Genevieve Stelter, was introduced.

Friends of the Library member Joann Lyons announced that the recent book sale made \$1000. There will probably be another "clean out" sale in late spring to make room during the renovation. Velez suggested offering a member/non-member price for books. Sabatini suggested offering a member preview day.

Correspondence

Library Assistant Penina Onyango provided a letter of resignation on March 19. Her last day at the library was April 2, 2022. She worked at the library on Monday evenings from 4 pm to 8 pm. Library Assistant John Branda was asked if he would like to take on those hours; Director Hull is awaiting his response.

Director's Report

Weeding projects and moving of collections ahead of the project were discussed. Director Hull reported on the National Library week raffle and reminded Trustees about the upcoming Trustees 101 program.

Finance Report

Bill List

Hackbarth: 13 items amounting to \$12, 493.11

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

Prestige: 19 items amounting to \$9774.58

Moved to accept by Stathis seconded by Pope. Motion carried.

Profit and Loss statements accepted as presented. Stathis suggested adding a line specifically for the Friends of the Library donations (currently they are included in the Donation and Gratuity line item).

Director Hull said that Municipal Appropriations for Q4 2021 will be available on 4/14/2022.

Committee Reports

a) Construction Committee: After conversation with the mayor and Library counsel, it was decided that the Clerk of the Works should be under contract with the architect.

The drawings are done; the engineering plans are almost done. The project will be put out to bid after that. The boards from the architect are at the front desk.

Roer asked if the architect had reached out to the planning board and engineering and applied for permits. Director Hull said that will happen after the engineering plans are completed.

Velez recommended letting the school board/superintendent about the timeline of the project in August so that they can let parents know what to expect during the 2022/2023 school year.

b) The PR Committee created a press release for the Our Town and created a series of Facebook posts. Velez suggested doing targeted Facebook ads for 07607 in order to reach residents who are not on Facebook or who don't follow the Library.

Old Business

The new cards based on the winning child design are here and available for \$3. Pictures of the winning designs will be displayed in the library.

New Business

a) A motion to accept the updated *Children in the Library Policy* was moved by Engel and seconded by Pope. Motion carried.

Stelter suggested sending the policy to the District to distribute to parents.

b) Betty Fetzer is accepting nominations for the Maywood Hall of Famers. Director Hull suggested we nominate James and Pauline Hackbarth. The board agreed; Director Hull and Stathis were going to fill out the nomination form (due 4/15/2022).

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

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 18, 2022, in the Hackbarth Auditorium of 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 Stathis called the meeting to order at 6:30 PM.

The following were present:

Trustees: M. Stathis, R. Cabana, A. Sabatini, E. Pope, E. Engel, N. Jengo

Library Director: C. Hull

Council Liaison: L. Roer

Superintendent Appointee: G. Stelter

The following were absent:

Mayor: R. Bolan

Trustees: B. Dugan

Minutes

Motion to accept the minutes of the April 2022 meeting, moved by Pope and seconded by Engel.

Motion carried.

Public Portion

No public present.

Correspondence

No correspondence.

Director's Report

Director Hull discussed some highlights of her report which included the upcoming programs for the weekend, the recent Kindergarten visit and feedback from the community regarding the plans for a new Makerspace.

The Makerspaces of other libraries were discussed. The Board might want to visit some of these libraries to get ideas. Libraries mentioned included New Milford, Ramsey, Hillsdale, and Wyckoff. Director Hull will look into libraries with successful Makerspaces.

A correction to the included stats report was noted. All service hours on the report are "inside" service hours.

Finance Report

Bill List

Hackbarth: 20 items amounting to \$7,036.74

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

Prestige: 13 items amounting to \$3,588.64

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

Profit and Loss statements accepted as presented.

Director Hull stated that Municipal Appropriations for Q4 2021 was received; we are awaiting Q1 2022 payment.

Committee Reports

Construction Committee continues to meet with the architect. Updates were included in the Director's report; no further updates to report.

Old Business

None.

New Business

A motion to accept the updated *Library Hours of Operation; Issuance and Use of a Library Borrower's Card; Loan Periods, Fines, and Fees* policies was moved by Sabitini and seconded by Cabana with a note to amend the *Loan Periods, Fines, and Fees* to add that fines will be levied for lost or damaged materials. Motion carried.

Director Hull gave a reminder about the BCCLS Trustee Mentor program and the upcoming program about the value of BCCLS on June 6.

Roer shared that Trustee Stathis took part in a recent Eagle Scout Ceremony.

Roer shared that Trustee Jengo has been selected as the Grand Marshall of the Borough's 4th of July parade.

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

Respectfully submitted,

Caitlin Hull, Director on behalf of Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 8, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, E. Pope, E. Engel

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

The following were absent:

Mayor: R. Bolan

Trustees: N. Jengo, R. Cabana

Council Liaison: L. Roer

Minutes

Motion to accept the minutes of the May 18 2022 meeting, moved by Engel and seconded by Pope.
Motion carried.

Public Portion - none

Correspondence - none

Director's Report

- 1) Visits by kindergarten and first grade students were successful.
- 2) Summer programs will include adults this year.
- 3) The Hackbarth Foundation has generously funded a number of new databases, a manga YA collection, museum passes, Ancestry.com, and Mango languages.
- 4) There was vandalism on the Saturday of Memorial Day weekend on the dropbox and garbage cans and Lorraine's bench. Police were notified and surveillance footage shows the vandal. Pope and Engel suggested using the Maywood Avenue school program for punishment.
- 5) The book sale raised \$300.

Finance Report

Bill List

Hackbarth: 25 items amounting to \$13,299.11

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

Prestige: 16 items amounting to \$5,680.39

Moved to accept by Ali seconded by Engel. Motion carried.

The annual audit is in process.

Committee Reports

a) Construction Committee:

We are awaiting a bid from a potential Clerk of the Works.
Construction bids should go out in mid-July.

Old Business - none

New Business

a) A motion to allow the Rotary Club of Maywood to install and maintain an accessible rack with free supplies (school and toiletries depending on calendar and need) was moved by Dugan and seconded by Sabatini. Motion carried.

b) A motion to accept the updated *Use of Volunteers Policy* and the *Code of Conduct Policy* was moved by Stathis and seconded by Pope. Motion carried.

c) A motion to allow Director Hull to choose at her discretion a new Library of Things management software was moved by Pope and seconded by Sabatini. Motion carried.

Pope moved to adjourn at 7:47 PM, seconded by Stelter. Motion carried. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 13, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:40 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, R. Cabana, E. Engel

Library Director: C. Hull

Mayor: R. Bolan

Council Liaison: L. Roer

The following were absent:

Trustees: N. Jengo, E. Pope

Superintendent Appointee: Genevieve Stelter

Minutes

Motion to accept the minutes of the June 3, 2022 meeting, moved by Stathis and seconded by Engel. Motion carried.

Public Portion - none

Correspondence

Director Hull received an email on June 9th from a resident, Nohemi Reale, with a request for a Drag Queen Storytelling during Pride Month (June). Director Hull responded that the timing wouldn't work since the next Board Meeting was in July, but that this request will be considered for next June.

Director's Report

a) The garden is growing! Lettuce and basil were offered to Board members to take home.

b) The Library of Things will be available to search and reserve online by the end of July. This online search will also include the NJ Connect iPads and the Museum passes.

At the moment, the policy is that reservations can be made one week in advance. Most "Things" are available for a 7-day rental.

c) The Summer Reading program is off to a great start.

d) The finishes for the renovation project were distributed and discussed with the Renovation Committee and the architect and designer earlier this week.

Finance Report

June Bill List

Hackbarth: 15 items amounting to \$3, 904.43

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

Prestige: 17 items amounting to \$10, 424.70

Moved to accept by Engel seconded by Sabatini. Motion carried.

July Bill List

Hackbarth: 8 items amounting to \$11, 368.67

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

Prestige: 10 items amounting to \$2, 712.33

Moved to accept by Engel seconded by Cabana. Motion carried.

Committee Reports

Construction Committee:

a) A potential Clerk of the Works, Peter Caminetti, was interviewed.

b) Mayor Bolan suggested we submit the current plans to Construction Official Phil Sheff for a courtesy review. In the formal submission for permitting, we will need 3 copies of sealed plans.

c) We received 3 months of bills for the architect for \$56, 082.77. This included work by the designer. Moved to accept by Stathis, seconded by Engel. Motion carried.

d) We looked at the materials for finishes for flooring, steps, tables, walls, desks.

Old Business

a) Mayor Bolan asked if there was an update on the tagging of Library property. He said the municipality is looking into it and will reach out to Superintendent Jordan for help in identifying the individual. The possibility of taking the individual to the Juvenile Conference Committee through the school rather than through the court system was discussed.

b) The Rotary Club of Maywood is currently requesting donations of cash or in-kind from various organizations for travel size toiletries and school supplies to fill the Giving Rack. Hopefully it will be up and stocked by September. They will coordinate with Director Hull.

New Business

a) Sabatini asked if we can get a bigger puzzle table so larger puzzles can be worked on. Director Hull indicated there may be an acceptable table already in our possession.

b) The door of the men's bathroom upstairs sticks so has been placed "out of order" to prevent someone getting stuck inside. Men have had to go downstairs to use the bathroom. It was suggested that we make the upstairs bathrooms unisex; anyone who wants a gendered bathroom can still do so downstairs. A motion to accept was moved by Stathis and seconded by Engel. Motion carried.

c) A motion to accept the updated the following 8 policies for 2022 was moved by Stathis and seconded by Sabatini: *Staff Use of Library Materials and Equipment; Patron Concerns, Complaints, and Suggestions; Gifts from General Public; Library Investment; Unusual Incident Report; Users of the Children's Room; Piano Use; and Internet*. Motion carried.

d) Councilman Roer suggested we create an International Maywood Library Wordle Competition. Engel moved to adjourn at 7:31 PM, seconded by Sabatini. Motion carried. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 14, 2022, in the Trinkka Room of 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 Engel called the meeting to order at 6:37 PM.

The following were present:

Trustees: B. Dugan, A. Sabatini, R. Cabana, E. Engel, N. Jengo, E. Pope

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Council Liaison: L. Roer

The following were absent:

Trustees: M. Stathis

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the July 13, 2022 meeting, moved by Sabatini and seconded by Cabana (with the stipulation that the date in line 1 be changed from June 13th to July 13th). Pope abstained. Motion carried.

Public Portion – Katherine Bennin, President of the Rotary Club of Maywood, thanked the board for allowing Rotary to use the space for The Giving Shelf. She specifically thanked Director Hull for being so helpful in the process of choosing a location and working with the DPW to put up the Shelf.

Correspondence

There was a request from Legislative District 38 to hold Mobile office hours in the Library on a day to be determined in October. Motion to grant the request moved by Dugan and seconded by Jengo. Motion carried.

Director's Report

a) There is lots of weeding and moving of materials to prepare for the renovation. Roer suggested writing a thank you letter to the DPW for the work they put into moving the shelving downstairs and reassembling it.

b) There was a busy summer reading program for both children and adults.

c) Stelter said the programming is so interesting and asked if the information could be blasted to the school community, PTA, and/or school librarians. Director Hull is going to check with Superintendent Jordan and Cabana is going to check with the PTA and school librarians.

Finance Report

August Bill List

Hackbarth: 11 items amounting to \$5, 274.60

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

Prestige: 21 items amounting to \$14, 109.52

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

Committee Reports

Construction Committee:

a) A motion to put the construction project for the renovation of the Maywood Library out to bid was moved by Engel, seconded by Pope.

b) We received 2 invoices for the architect: \$12, 704.61 and \$6, 273.80. These invoices will be paid for by Hackbarth Foundation funds being held by the Borough. Motion to authorize the Borough to pay the invoices was moved by Engel, seconded by Sabatini. Roer abstained. Motion carried.

Old Business

a) Motion to present the resolution to authorize Caminiti Associates LLC for the services of Owner's Representative for the renovation of the Maywood Library was moved by Engel, seconded by Cabana. Motion carried.

Dugan asked for confirmation that the Hackbarth Foundation is paying for the Owner's Representative and asked what the board attorney advised. Hull confirmed the board attorney wrote the contract.

There was lively discussion about the role of the Owner's Representative. President Stathis wrote a letter explaining the change from a Clerk of the Works to an Owner's Representative that was shared with all present (a copy is attached to the end of the Minutes). Roer stated his opposition to the resolution because, at a previous meeting, a Maywood employee was offered to the Library at no cost to the Library. Jengo expressed concern for a contract that includes a payment as a percentage of the construction budget because it could lead to price padding. Dugan was uncomfortable voting for the resolution because the contract hadn't been shared with the board ahead of the vote.

Motion to accept the resolution to authorize Caminiti Associates LLC for the services of Owner's Representative for the renovation of the Maywood Library was moved by Engel, seconded by Sabatini. Yes: Pope, Engel, Stelter, Sabatini, Cabana. No: Dugan, Jengo, and Roer. Motion carried.

b) Director Hull asked Council Liaison Roer if there was an update on the tagging of Library property. There was not. The graffiti was removed by the DPW last week.

c) Sabatini thanked Director Hull for the bigger puzzle table so larger puzzles can be worked on.

New Business

a) Director Hull expressed a need for a bike rack; people are leaving bikes near the front entryway, in the hallway, and locked to trees. She will get input from the police and DPW about a safe and appropriate location. She will have information about costs and location at the next meeting.

- b) Motion to continue the procedure of locking the gates to the parking lot from 2:30-3:15 during school days, moved by Engel, seconded by Jengo. Motion carried.
- c) The board agreed to send a letter to Superintendent Jordan for dissemination to the school community (possibly through email and/or at Back To School Night) about the Library's Code of Conduct.
- d) Motion to transfer surplus property no longer needed for public use to the borough of Maywood for auction, moved by Engel, seconded by Sabatini. Roer abstained. Motion carried.
- e) Council Liaison Roer shared his experiences with two Museum Passes this summer. At the Guggenheim, he had to show his library card as well as the pass. The museum said they would enter the student designed card into a display at the museum.

Roer then asked if there were other passes available for the Library to purchase and add to the Library of Things - maybe there could be a rotation of Museum Passes from year to year if cost is an issue? Director Hull has done research into this and will share updated information when passes come up for renewal.

Engel moved to adjourn at 7:51 PM. Motion carried. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

September 7, 2022

Library Board Members,

As we finally get moving with the Hal Bloom Memorial Young Adult Center, there are a few pieces we need to get in place. A major part is hiring a “Clerk of the Works” or client representative to represent the library’s interest. We have settled on Peter Caminiti of the recommendation of George Georgeou, who has worked for the library on past projects. Peter has extensive experience in this role and has worked on the recent renovation of the Paramus Library.

The role of Peter will be to observe the construction and various related operations and use his extensive expertise to represent the interests of the library. He will essentially be our eyes and ears on the job site. If he sees anything done that is not up to code or standards, he will report to the Architect and to the library.

Under different circumstances, this role is assumed by the architect, but BHC is not based in NJ and their best options would cost three times what we are paying for Peter’s assistance.

As many of you may remember, we were initially advised not to hire the COTW directly but put him on the architect’s contract. This proved to be a deal-breaker to Peter, as it had the potential to render the COTW beholden to the architect, thus diluting the representation they believe the library deserves. After many discussions, both the Mayor and the Board Attorney agreed that to who Peter signed on with was less important than the assistance he would provide to the library.

This role has also been discussed with members of the Hackbarth Foundation who feel this is a necessary part of the construction process.

I recommend that we approve the signing of the agreements to officially bring Peter into the project as we are going out to bid this month and Peter has indicated he will assist us in that process as well.

Matthew Stathis

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 12, 2022, in the Trinka Room of 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 Stathis called the meeting to order at 6:36 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Cabana, E. Engel, N. Jengo, E. Pope

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Council Liaison: L. Roer

The following were absent:

Trustees: A. Sabatini

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the September 14, 2022, meeting, moved by Engel and seconded by Pope. Motion carried unanimously.

Public Portion - none

Correspondence - none

Director's Report

a) There is a new BCCLS app. It hasn't been launched to the public yet; employees and trustees are asked to try it out and send feedback.

b) The library will be at the Green Fair on Saturday, October 15th, to promote the Library of Things and sign people up for cards and the newsletter.

Finance Report

September Bill List

Hackbarth: 12 items amounting to \$12, 627.99

Moved to accept by Jengo, seconded by Engel. Motion carried unanimously.

Prestige: 19 items amounting to \$8, 445.97

Moved to accept by Cabana, seconded by Engel. Motion carried unanimously.

Committee Reports - none

Old Business

Construction Project Update:

10 bids were submitted and opened. All 10 bidders were in attendance for the opening, along with Stathis, Board Attorney Rupp, Director Hull, and the architect.

The low bid was \$1.5 million, which is above our budget. We have 60 days to accept the bid; if we don't, the project has to be re-bid.

Other State Grant recipients are in the same situation, with construction costs higher than expected.

The Board will reach out to local businesses for donations.

New Business

- a) The iPads we received for the Health Connect project have been released to after the conclusion of the project. Director Hull suggested using them for circulation with the same User Policy (with the Health Connect information removed).
Motion to upgrade the Policy, moved by Stathis, seconded by Pope. Motion carried unanimously.
- b) BCCLS is asking for a 2023 Holiday list that includes Juneteenth. For the time being, Maywood will follow the federal holiday (Monday, June 19th) – which is also what BCCLS will follow. This information will not be published to the public; it will be voted on in the reorg meeting in January 2023.
Motion to observe Juneteenth on Monday, June 19th, moved by Stathis, and seconded by Pope. Motion carried unanimously.
- c) Updates to the Bulletin Board Policy and the Social Media Policy were discussed and will be voted on in the November meeting.

Engel moved to adjourn at 7:33 PM, seconded by Jengo. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 9, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Cabana, E. Engel, A. Sabatini

Library Director: C. Hull

Council Liaison: L. Roer

The following were absent:

Trustees: N. Jengo, E. Pope

Mayor: R. Bolan

Superintendent Appointee: Genevieve Stelter

Minutes

Motion to accept the minutes of the October 12, 2022, meeting (with the correction under New Business from Chromebooks to iPads), moved by Engel and seconded by Stathis. Motion carried unanimously.

Public Portion – none

Correspondence

Director Hull received letters from Board Attorney Bill Rupp and instructor Jane Gonzalez about yoga classes, which will be discussed under New Business.

Director's Report

- a) The fire alarm previously thought to be fixed is still malfunctioning. The company is coming to investigate this week.
- b) The fourth graders will visit the library on November 22nd.
- c) The BCCLS route reduction (from 6 to 5) will not impact the speed of deliveries to Maywood.
- d) The fundraising letter written by the PR Committee was sent to the state and federal representatives and local businesses. Matt reached out early this week to follow up and will do so next week.
- e) T-shirts for staff were ordered as a type of "in person advertising".

Finance Report

a) October Bill List

Hackbarth: 11 items amounting to \$1,898.34

Moved to accept by Sabatini seconded by Cabana. Motion carried unanimously.

Prestige: 15 items amounting to \$8, 125.75

Moved to accept by Engel, seconded by Cabana. Motion carried unanimously.

b) The audit is in. There was a new contact person at the audit firm and some missed communications led to the audit being completed late.

Committee Reports

Construction Project Update:

Hackbarth has questions about the project, so we need to continue talking to the architect.

The deadline to accept or reject the bid for the project is December 6th.

We have asked the architect for some suggestions on how to reduce the cost of some things without scaling back the scope of the project. We cannot amend the project without rebidding. We cannot amend the project without the possibility of losing the state grant.

Old Business

- a) We have acquired 2 Chromebooks. Cabana suggested using them for circulation with the same User Policy as the iPads.
Motion to put the Chromebooks into circulation, moved by Stathis, seconded by Sabatini. Motion carried unanimously.
- b) A motion to accept the updated *Bulletin Board Policy* was moved by Stathis and seconded by Cabana. Motion carried unanimously.
- c) A motion to accept the updated *Social Media Policy* was moved by Stathis and seconded by Engel. Motion carried unanimously.

New Business

a) Board Attorney Bill Rupp wants the yoga instructor to hold liability insurance and be incorporated as a business. There is some resistance to this.

There was discussion about whether adding the library as an additional insured on her business insurance would be acceptable to the Board Attorney (and to the yoga instructor).

Until this issue is resolved, no yoga classes will be scheduled.

b) A Special Meeting will be held in person on November 30 at 6:30 to take action and or to vote on the yoga classes, the audit, and the renovation project.

Sabatini moved to adjourn at 7:21 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A special meeting of the Board of Trustees of the Maywood Public Library was held on November 30, 2022, in the Trinkka Room of 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 Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Cabana, E. Engel, A. Sabatini, N. Jengo, E. Pope

Library Director: C. Hull

Council Liaison: L. Roer

Superintendent Appointee: Genevieve Stelter

Board Attorney: William Rupp

Friends of the Library: Joanne Lyons

The following were absent:

Mayor: R. Bolan

Jane Gonzalez, Yoga Instructor

a) Board Attorney William Rupp said that the yoga instructor, Jane Gonzalez, holds liability insurance and has added the library as an additional insured on her business insurance. Thus, he is satisfied with the insurance coverage and yoga classes can be reinstated.

Motion to reinstate yoga classes with Jane Gonzalez, moved by Sabatini and seconded by Jengo. Motion carried unanimously.

Audit

Motion to accept the 2021 audit, moved by Roer and seconded by Engel. Motion carried unanimously.

Construction Project Bid

We are still short on funds to make up the difference between the low bid and our budget.

Motion to reallocate \$100,000 from the Capital Fund into the alterations to the Maywood Library project (Hal Bloom YA Center), moved by Pope and seconded by Engel. Yes votes: Pope, Engel, Dugan, Cabana, Sabatini, and Jengo. There were 3 abstentions: Stathis, Roer, and Stelter. Motion carried.

The deadline to accept or reject the bid for the project is December 6th. We have asked the three low bidders for a 45-day extension to accept or reject the bid. We are waiting to hear from them. If we don't hear back, we will put the project back out to bid.

Jengo moved to adjourn at 7:28 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 14, 2022, in the former children's room of 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 Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Engel, A. Sabatini, E. Pope

Library Director: C. Hull

Council Liaison: L. Roer (left for 10 minutes 7:10-7:20 to check on the Board of Ed meeting)

Friend of the Library: Joanne Lyons

The following were absent:

Trustees: N. Jengo, R. Cabana

Mayor: R. Bolan

Superintendent Appointee: Genevieve Stelter

Minutes

Motion to accept the minutes of the November 9, 2022, meeting (with the correction of the date to November 9th – not 6th), moved by Engel and seconded by Sabatini. Pope abstained because she didn't attend this meeting. Motion carried unanimously.

Motion to accept the minutes of the November 30, 2022, special meeting, moved by Stathis and seconded by Sabatini. Motion carried unanimously.

Public Portion – Joanne Lyons from the Friends of the Library said they will have a meeting in January to discuss fundraisers for 2023.

Correspondence

Director Hull received a resignation letter from Irma DeMaio, the tech processing staff, effective at the end of 2022.

Director's Report

- 1) The library website needs a refresh. Director Hull reached out to one company and got a quote for \$15,000-20,000, which was higher than expected. She will reach out to a few others in 2023 to see if this price is standard.
- 2) We need to evaluate our tech plan: stay with the current servicer or move back to BCCLS management? We need to upgrade the computers and doing so to coincide with the renovation is preferable.
- 3) There are ongoing issues with heat in the building. Gary from the DPW is working on it.
- 4) There were a lot of highlights for 2022!!

Finance Report

a) November Bill List

Hackbarth: 15 items amounting to \$3808.93

Moved to accept by Stathis, seconded by Sabatini. Motion carried unanimously.

Prestige: 22 items amounting to \$10, 478.78

Moved to accept by Pope, seconded by Engel. Motion carried unanimously.

Committee Reports

Construction Project Update:

We received an extension to accept the bid for the project until January 5th.

We have enough committed funds to move forward with the renovation. We must have the funds to cover the construction portion of the renovation in escrow in order to sign a contract.

We will hold a Special Meeting on January 4, 2023, at 6:30, at the library to vote on accepting the bid.

New Business

a) The Board of Trustees are required to attend at least 7 hours of education hours (for the group) for the year. If you have attended any workshops, please send the hours to Caitlin ASAP.

b) If anyone has goals for the library for 2023, please share them with Caitlin – and the Board.

c) We would like to buy some Maker Space equipment before the end of the year, including sewing/quilting machines, 3D printers, a wide photo printer, and a big laminator (poster board size). If anyone has other suggestions, let Caitlin know.

Making purchases through a QPA would give us access to state contracted items.

Motion to authorize Director Hull to spend up to \$10,000 for Maker Space equipment through the Borough QPA, Adrian Febre, moved by Stathis and seconded by Engel. Motion carried unanimously.

d) Motion to authorize Director Hull to pre-purchase \$10,000 content credit in Libby for 2023, moved by Stathis and seconded by Sabatini.

e) Stathis announced that the Friends of the Library had donated \$1800 in 2022 and thanked them for their efforts.

Sabatini moved to adjourn at 8:18 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary