

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 10, 2023, in the second floor conference room in Borough Hall.

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, E. Engel, E. Pope, R. Stuetz, A. Sabatini

Library Director: C. Hull

Friend of the Library: Joanne Lyons

Clerk of the Works: Peter Caminiti

Superintendent Appointee: Genevieve Stelter

Council Liaison: J. DeMuro

The following were absent:

Trustee: N. Jengo

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the April 12, 2023, moved by Engel, seconded by Stathis.

Two corrections need to be made: 1) Trustee Dugan was absent at the April meeting and 2) Stathis is President, not Vice President.

Motion to accept the minutes of the April 12, 2023 (as corrected), moved by Stuetz, seconded by Sabatini. Motion carried.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

Public Portion

Joanne Lyons went to a program about how Friends groups can raise money through grants. She learned that the grants must be very specific about what the group wants and must survey the community and reference their answers in the applications.

DeMuro said the borough has Grant Gopher, a searchable database for grants. She suggested Director Hull reach out to Adrian Febre.

Correspondence

The library won a Library Link mini-grant for \$2961.00 that will be used for sensory programing and related Library of Things items.

Director's Report

- 1) The Summer Reading Program brochures are available.
- 2) Danielle and Director Hull presented a tutorial on how to use Zoom at the Maywood Rec Center.
- 3) Library staff are helping patrons with the online Pool Pass registration.
- 4) The kindergarten classes visited on April 11th.
- 5) The Hackbarth Foundation is visiting on Wednesday, May 24th. Trustees who are available are invited to join (time TBA, but probably 1:00ish)

Finance Report

a) April 2023 Bill List

Hackbarth: 10 items amounting to \$1265.32

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

Prestige: 20 items amounting to \$17,413.00

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

Renovation:

1 item amounting to \$4128.00

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

The bill is for Caminiti Associates LLC for services rendered as Owner's Representative. The bill will be paid with funds held by the Library.

1 item amounting to \$45, 052.78

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

The bill is for Beatty Harvey Coco Architects LLP and will be paid for with library construction funds being held by the Borough. The bill will be sent to the Borough to finalize payment.

Construction: 1 item amounting to \$134,848.00

Peter is contesting something on the bill but indicated that the discrepancy should not increase the bill. He advised to approve payment and adjustments can be made moving forward if necessary.

Motion to approve payment up to, but not to exceed, \$134,848.00.

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

The bill is for M&M Construction for the work completed through April 20, 2023 (Requisition No. 3) and will be paid for with library construction funds being held by the Borough. The bill will be sent to the Borough to finalize payment.

Committee Reports

BCCLS Strategic Plan Committee will hold an in-person workshop in Hasbrouck Heights on May 11th @ 6PM.

Old Business

Director Hull shared the final furniture selections, including materials.

New Business

1) Director Hull presented the updated 2023 Budget. The updates were necessary because the budget was passed before the library was informed it would need to pay for utilities this year.

The P&L will reflect the new budget starting next month.

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

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes

2) There are mice in the library, most likely due to the renovation. The library has started a service plan with Viking Pest Control.

3) Peter presented a proposed change order for flashing on the new windows. The original plan was to reuse the flashing from the old windows, but that is not possible. He is looking into whether a different material can be used to create the custom flashing.

Moved to accept by Stathis, seconded by Pope as “up and not to exceed \$8769.78”. Motion carried.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes		abstain	Yes	Yes	Yes

More change orders are coming. Peter suggests inviting the architect to discuss upcoming change orders and to ask questions. He also indicated that the project is likely 40-45 days overdue but a new schedule should be submitted each month.

Stuetz moved to adjourn at 7:30 PM, seconded by Pope. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary