

A special meeting of the Board of Trustees of the Maywood Public Library was held on January 4, 2023, 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 6:30 PM.

The following were present:

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

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Board Attorney: William Rupp

Friends of the Library: Joanne Lyons

The following were absent:

Trustee: N. Jengo

Mayor Appointee: L. Roer

Mayor: R. Bolan

Construction Project Bid

Board Attorney William Rupp read a summary of the resolution that was emailed to all Board members on December 28, 2022, awarding the construction contract to M & M Construction, as the lowest responsible bidder, for the base bid of \$ \$1,550,000.00, Alternate No. 1 for an additional \$26,000.00 and Alternate 2 for a deduct of \$5,800.00, for a total bid amount of \$1,570,200.00, together with a contingency of \$157,020.00 for a total authorization of \$1,727,220.00.

Sabatini moved to accept the resolution authorizing the execution of a contract with M & M Construction for renovations to the Maywood Public Library, seconded by Engel.

Roll Call Vote:

M. Stathis - Yes

B. Dugan - Yes

R. Cabana - Yes

E. Engel - Yes

A. Sabatini - Yes

E. Pope - Yes

G. Stelter - Yes

Stathis moved to adjourn at 6:35 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 January 11, 2023, 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 6:32 PM.

The following were present:

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

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Friend of the Library: Joanne Lyons

The following were absent:

Council Liaison: J. DeMuro

Mayor: R. Bolan

Reorganization

a) Election of officers:

Stathis was nominated for President by Pope, seconded by Engel. Motion carried unanimously.

Engel was nominated for Vice President by Pope, seconded by Stathis. Motion carried unanimously.

Pope was nominated for Treasurer by Stathis, seconded by Engel. Motion carried unanimously.

Dugan was nominated for Secretary by Stathis, seconded by Engel. Motion carried unanimously.

b) Review and Approval of 2023 Resolutions

Engel made a motion to move all 2023 Resolutions as a block, seconded by Pope. Motion carried unanimously. The resolutions in the block are:

2023-01 Establish the Annual Schedule of Meetings

2023-02 Authorize Hours of Operation

2023-03 Designate Days Library Will Be Closed.

2023-04 Designate Official Newspapers

2023-05 Designate Official Depositories

2023-06 Authorize Signatures on Checks

2023-07 Library Purchasing Agent

2023-08 Retain Professional Services without Competitive Bidding

2023-09 Appointing Attorney

- 2023-10** Appointing Auditor
- 2023-11** Establish Petty Cash Accounts
- 2023-12** Maintain Membership in BCCLS
- 2023-13** Authorization to Sign Payroll
- 2023-14** Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

Engel made a motion to accept the 2023 Resolutions, seconded by Pope.

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

Minutes

Motion to accept the minutes of the December 14, 2022, moved by Stathis, seconded by Sabatini.

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

Motion to accept the minutes of the January 4, 2023, special meeting, moved by Stathis, seconded by Pope.

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

Public Portion – none

Correspondence - none

Director's Report

- 1) Circulation is almost at prepandemic levels.
- 2) DVDs and music circulation is steady. Director Hull said that many libraries will probably stop purchasing these materials and asked if we should continue to buy them to be 'the library that offers them'. Sabatini suggested purchasing some classical covers of pop songs.

Finance Report

a) December 2022 Bill List

Hackbarth: 14 items amounting to \$3720.71

Moved to accept by Pope, seconded by Jengo.

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

Prestige: 19 items amounting to \$24, 926.71

Moved to accept by Pope, seconded by Jengo.

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

Committee Reports

Committee Assignments:

Strategic Planning: Jengo, Stuetz, Stathis

Building/Construction: Stathis, Engel, Pope

Budget: Pope, Stathis

Policy: Dugan, Sabatini (most policies were reviewed and updated in 2022; now need to review and update the by-laws)

Advocacy/Public Relations: Dugan, Sabatini, Stuetz

Technology: Dugan, Sabatini, Jengo

Construction Project Update:

There will be a meeting with the architect and builder on 1/12/2023. After that, we will have a better timeline about construction.

The library will rent a 40-foot container in which to store shelves and furniture during the construction. There was discussion of places in town - other than the newly paved library parking lot - to store the container, including the Stepan, Myron, or pool parking lots. Borough Administrator Febre will be contacted for input.

Stathis made a motion to hire Mobile Modular for the storage needs of the library, seconded by Pope.

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

Old Business - none

New Business

a) Reserve of 2022 Funds for the Capital Projects

Stathis made a motion to reserve \$60,000 from the 2022 budget for the completion of Capital Projects, seconded by Sabatini.

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

Sabatini made a motion to accept the Capital Projects Schedule 1, seconded by Stuetz.

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

b) Strategic plan/goals for 2023

Stathis made a motion to accept the strategic plan/goals for 2023, seconded by Jengo.

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

c) LCBA payment Requisition No.1 submission

Stathis made a motion to authorize submission of the New Jersey Library Construction Bond Act Payment Requisition No. 1 for 25% of the Grant Amount, seconded by Sabatini.

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

The return of funds form for 2022 was reviewed. The Library does not have any funds to return.

Engel moved to adjourn at 7:44 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees Regular Meeting, February 8, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 8, 2023, 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 6:30 PM.

The following were present:

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

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Friend of the Library: Joanne Lyons, Helene Faustini (+ one other)

Council Liaison: J. DeMuro

Mayor: R. Bolan

The following were absent:

Trustee: A. Sabatini

Minutes

Motion to accept the minutes of the January 11, 2022, moved by Stuetz, seconded by Jengo. Motion carried unanimously.

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

Public Portion – none

Correspondence

- 1) Director Hull received a Thank You letter from the Military Veteran's Affairs Retirement Home thanking us for the donation of books after the last Friends of the Library book sale.
- 2) Director Hull received a request from Noha Abdeighany to do a book reading and activity about Ramadan. They will work together to discuss the details and choose a date; this year, Ramadan is March 22-April 21.

Director's Report

- 1) On February 15th, there will be a Black History Month event – a virtual lecture on famous African American artists.
- 2) The spring visit from the kindergarten class is being scheduled.
- 3) The library received its first grant payment for construction for \$175, 022.00.
- 4) The Glen Ridge library has 6 books being challenged. It is the first formal challenge in the BCCLS.

Finance Report

a) January 2023 Bill List

Hackbarth: 10 items amounting to \$2,680.06

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

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

Open Systems is a prepayment of 10 service hours, which includes a discount.

Prestige: 15 items amounting to \$16,976.20

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

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

The BCCLS bill is new; in the past, it was paid by Hackbarth. It is a quarterly bill.

Renovation: 1 item amounting to \$630.00

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

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

The bill is for Caminiti Associates LLC for services rendered before the construction started. Once the construction begins, he will be under the contract as Owner's Representative. He will come to the biweekly construction meetings and for any issues that come up.

Committee Reports

Construction Project Update:

Construction started February 8, with walls being marked as "to stay" or "to go". On February 9, a temporary wall will be built to allow construction to happen with minimal disruption to patrons. As well, they will install a new lock on the side door so that workers can have access before normal library business hours.

Jackie DeMuro asked about the storage container in the parking lot. That's where Director Hull was advised to put it by DPW and the Borough Administrator.

During construction (through September?), the Board will meet at 15 Park in the 3rd floor chambers (or other location to be determined; Director will contact Borough Administrator).

Old Business – none

New Business

a) 2023 Budget

i) Salaries and Payroll

We had to increase salaries because all hourly employees need to receive minimum wage: \$14.13. In addition, we need to keep good folks. To keep in line with the State Library guidelines, salaried employees received at 4% increase.

Finally, with the anticipated completion of the Maker Space, Director Hull will hire a Community Outreach employee, who will work 15 hours/week. She will start her search soon and hire the right person – probably before the space is completed to get programs and promotion started.

Motion to accept the salaries and payroll for 2023, moved by Pope, seconded by Engel. Motion carried unanimously.

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

ii) 2023 Budget

Motion to accept the 2023 Budget, moved by Stathis, seconded by Engel. Motion carried unanimously.

b) Director Hull will order lunch for the DPW to thank them for all the hard work they did to prepare the library for the renovation project.

c) Architect Bill

Motion to pay the architect \$1837.69, moved by Stathis, seconded by Stuetz.

The bill is for blueprints, FedEx, and a walk through of the building. Motion carried unanimously.

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

DeMuro moved to adjourn at 7:14 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees Regular Meeting, March 8, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 8, 2023, in the second floor Council Chambers 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 7:00 PM.

The following were present:

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

Library Director: C. Hull

Friend of the Library: Joanne Lyons (+ one other)

Board Attorney: William Rupp

Clerk of the Works: Peter Caminiti, George Georgeou

The following were absent:

Trustee: E. Pope, N. Jengo

Superintendent Appointee: Genevieve Stelter

Council Liaison: J. DeMuro

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the February 8, 2023, moved by Stathis, seconded by Stuetz. Motion carried.

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

Public Portion

Joanne Lyons said the Friends of the library are researching ways to make money, including:

- a) selling books to Amazon, especially coffee table books
- b) a wine tasting event
- c) a silent auction fundraiser
- d) a Taste of Maywood (Bina will ask Rotary about sharing past experiences)
- e) books of coupons (Joanne: "Not sure these are worth it, but we will look into it.")

They will also start attending the BCCLS "Friends Helping Friends" Committee

Correspondence - none

Director's Report

- 1) There have been no complaints about the construction so far.

Finance Report

a) The Borough has informed the Library that it will now need to pay for its PSE&G bill effective immediately. It is approximately \$37,000 per year.

b) February 2023 Bill List

Hackbarth: 6 items amounting to \$524.37

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

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

Prestige: 24 items amounting to \$7939.24

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

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

Renovation: 1 item amounting to \$2100.00

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

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

The bill is for Caminiti Associates LLC for services rendered. Now that construction has begun, this bill will be recurring until they reach their “percentage of construction costs”. This bill will be paid with funds from the Hackbarth account held by the Library.

Construction: 1 item amounting to \$103,551.70

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

The bill is for M&M Construction for the work completed through March 2, 2023. This bill will be paid with funds from the Hackbarth account held by the Library.

Committee Reports

Construction Project Update – Director Hull reported that a new, shorter storage container has been ordered and will be placed on the North side parking area on March 10. The larger container will be picked up on March 13. Because the removal of the container was requested by the contractor, they will provide the labor of emptying the contents of the large container into the smaller container.

Old Business – none

New Business

1) The Clerk of the Works presented the first bill for work completed for M&M Construction and said it has been signed off on by both him and the architect.

There will be some change orders coming soon regarding: electrical wires behind the walls and in the ceiling, a steel beam, removal of a wall (possibly), and moving a 2 inch gas pipe. There will also be one credit change order for not removing a rolling door.

2) Board Attorney Rupp came to discuss the architect bill and addressed the change orders.

At the moment, the amount of the architect bill is confusing because we don't have enough information about what bills are covered in the base architect fee and what is outside that scope. He will arrange a meeting with the architect to get more information and clarity.

He also said that any disputes with change orders need to be resolved before they are signed off on by the architect in order to avoid a formal dispute process. He will discuss the process for how change orders should be approved with both the Clerk of the Works and the architect.

3) There are many upcoming opportunities for Trustee education:

March 20th – New Trustee Orientation

April 24th - Part 2 of Legal Issues for Public Libraries (this will focus on book challenges).

[Click here for slides from Part 1 and to register for Part 2](#)

May 24th - Working with Mayor and Council (virtual)

4) As discussed in a previous meeting, The Glen Ridge library had 6 books challenged. Trustee Sabatini went to the board meeting (and pre-meeting protest/rally) and shared pictures from her experience. All challenges were eventually denied by the Board. None of the challengers attended the meeting.

Stuetz moved to adjourn at 8:30 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting, April 12, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 12, 2023 at the Borough Hall, second floor, due to Library construction.

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:, M. Stathis, E. Pope, E. Engel, N. Jengo, R. Steutz, A. Sabatini
Library Director: Caitlin Hull
Friend of the Library: Joanne Lyons
Council Liaison: J. DeMuro
Board Attorney: William Rupp
Clerk of the Works: Peter Caminiti, George Georgeou

The following were absent:

School Superintendent Appointee: G. Stelter
Mayor: R. Bolan

Minutes

Motion to accept the minutes of the March 8, 2023 meeting moved by Engel, seconded by Steutz.

All in favor. Motion carried.

Public Portion

Joanne Lyons informed the board of two webinars that would help in raising money and seeking grants for the library. "Bringing in the Money" was one of the webinars she was hoping to attend.

Correspondence - None

Director's Report

- Director's report was accepted as presented.
- Director Hull informed the board that the Ramadan story time was well attended by over forty participants.
- Kindergarten visit took place on April 11. Ninety new library cards were distributed.

Finance Report

Bill List for March 2023

Hackbarth: 6 items amounting to \$1,068.70.

Moved to accept by Pope, seconded by Jengo.

All in favor. Motion carried.

Prestige: 19 items amounting to \$10,021.06.

Moved to accept by Pope, seconded by Jengo.

All in favor. Motion carried.

Renovation: 1 item amounting to \$4,594.20 for Caminiti Associates LLC for services rendered. Moved to accept by Pope, seconded by Steutz

All in favor. Motion carried.

Construction: 1 item amounting to \$135,705.50 to be paid to the Contractor M&M.

Moved to accept by Stathis, seconded by Pope.

All in favor. Motion carried

Profit and Loss statements accepted as presented.

Construction Report

Peter Caminiti discussed the various change orders needed to proceed further with the construction. The change orders will require an additional \$50,433.37. There was much discussion on why some of these items were not initially discovered by the architect and why they are coming to light now.

- Wires in the ceiling were discovered exposed and need to be removed. Caminiti explained that the ceiling should have been looked inside by the architect before construction began. It was a simple matter that should have been resolved before construction began.

- Exterior steps are in need of repair. Caminiti suggested getting three estimates and award the work to a local contractor that would not have to pay prevailing wages. This would save additional money on the change order.
- The dumbwaiter does not fit in the spot designed by the architect. The joists need to be redesigned.
- There is a steel beam creating problems with duct work. New trunk lines need to be redesigned.
- Framing and ceiling heights need to be reconfigured.
- Southern wall needs to be shored up by a bulkhead configuration. Caminiti said that there are alternative solutions to this problem rather than cutting into the newly paved driveway. The architect and structural engineer need to find an alternate solution.

Rupp the board attorney, advised the board that if these errors were to be pursued, a lawsuit would need to be generated and an expert architect would need to testify against the present architect. This procedure would need to be done before the final check is paid for completion of the work.

Caminiti suggested an Upset Maximum to move forward with the project. This would be 5% of the total change order amount.

Motion was made by Stathis and seconded by Jengo to approve all change orders Except change order 002, 007, and 008 up to \$52,000 pending amount for change order #009.

All in favor. Motion carried.

Motion was made by Stathis and seconded by Sabatini to approve that the construction committee, in conjunction with the Clerk of the Works, and in concurrence with the architect, to change orders not exceeding \$2,000.00 or cumulatively \$6,000.00 between Board meeting.

Committee Reports - None

Old Business - None

New Business - None

Pope moved to adjourn at 7:41PM, seconded by Stathis. All in favor. Motion carried.

Respectfully submitted,
Eileen Engel, Vice-President

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees Regular Meeting, May 10, 2023

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

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting, June 14, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 14, 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 6:30 PM.

The following were present:

Trustees: M. Stathis, E. Pope, E. Engel, R. Steutz,
Library Director: Caitlin Hull
Friend of the Library: Joanne Lyons
Council Liaison: J. DeMuro
Clerk of the Works: Peter Caminiti
Superintendent Appointee: Genevieve Stelter

The following were absent:

Trustee: N. Jengo, A. Sabatini, B. Dugan
Mayor: R. Bolan

Minutes

Motion to accept the minutes of the May 10, 2023 meeting moved by Engel, seconded by Pope. All in favor. Motion carried.

Public Portion

Joanne Lyons, on behalf of the Friends of the Library, requested if the library had an available storage space for books to be used for future book fairs for the library.

Correspondence - None

Director's Report

1. The Summer Reading program kickoff took place at Memorial School. A presentation for the reading program was given by Danielle.
2. The Bergen County Jointure will use the library sensory equipment during their summer program.

3. The addition of a new member to BCCLS will help reduce the cost of the library's membership in BCCLS. Any new member will be voted in by BCCLS.
4. Pumpkin seeds will be available to those who wish to plant them. After growing the pumpkins, the library will host a decorate your own pumpkin activity in the fall.

Finance Report,

Bill List for June 2023

Hackbarth: 6 items amounting to \$1,125.98.

Moved to accept by Pope, seconded by Jengo.

All in favor. Motion carried.

Prestige: 19 items amounting to \$11,041.00.

Moved to accept by Pope, seconded by Engel.

All in favor. Motion carried.

Construction: 1 item amounting to \$12,038.42 to be paid to the Clerk of the Works.

Moved to accept by Pope seconded by Steutz.

All in favor. Motion carried.

Motion was made to pay M&M Construction Company in the amount of \$401,283.70 by Steutz and seconded by Pope. All in favor. Motion carried.

Director Hull informed the Board that State Grant Funds in the amount of \$350,000 will not be released until late June. These funds will be used directly for the new construction.

Profit and Loss statements accepted as presented.

Committee Reports - None

Old Business

Construction Report

1. The Clerk of the Works, Peter Caminiti, informed the Board that the new construction is presently 50% complete.
2. Change orders #14, #15, and #16 were discussed and approved for payment. Motion was made to pay change orders #14, #15, and #16 as is by Stathis and seconded by Steutz. All in favor. Motion carried.
3. Change order #13 was discussed and approved for payment.

Motion to pay change order #13 up to \$5,000 was made by Stathis and seconded by Steutz. All in favor. Motion carried.

4. After a heavy rain storm, two small puddles of water were noticed in the lower level of the new construction near a window.

The Clerk of the Works, Peter Caminiti will check the water seepage in both areas.

5. A new completion date has been estimated for November, 2023.

New Business

1. Hackbarth Meeting update

Director Hull presented an update on the progress of the construction during this meeting. New furnishings for the finished construction were discussed and the Hackbarth Foundation agreed to finance the new furniture.

A summary of all grants were presented to the Foundation and payment was approved for the following items:

1. BCCLS - 2024 bill
 2. Program for 2024
 3. Museum Passes and Databases
 4. Streaming Services for 2024
 5. 27 new computers to be programmed with BCCLS
 6. Replacement of all chairs in the adult portion of the library
2. A committee to plan the Grand Opening Event was formed. Members of the committee include Stathis, DeMuro, and Steutz.
 3. A motion was made to move the the Board meeting back to the Library starting July 12 by Stathis and seconded by Pope. All in favor. Motion carried.

Pope moved to adjourn at 7:15PM, seconded by Stathis. All in favor. Motion carried.

Respectfully submitted,
Eileen Engel, Vice-President

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees Regular Meeting, July 12, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 12, 2023, in the Trinka room at 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. Stuetz, A. Sabatini

Library Director: C. Hull

Friend of the Library: Joanne Lyons

The following were absent:

Trustee: N. Jengo, E. Engel

Mayor: R. Bolan

Superintendent Appointee: Genevieve Stelter

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the June 14, 2023, moved by Stathis, seconded by Dugan.

One correction needs to be made: Engel seconded the motion to pay the Hackbarth bills, not Jengo.

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

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

Public Portion - none

Friends Report

Joanne Lyons asked if there would be space after the renovation to store labeled and sorted boxes for the book sale. It would save the Friends time and money. Director Hull said we will probably be able to find some space.

Joanne also suggested that we offer the first day of the book sale for book dealers, for an entry fee. The second day would be open to the public. In addition, Friends would like to offer refreshments – possibly homemade goods and juice boxes – as an additional income source from the book sale.

Director Hull said we can start accepting book donations after the renovation is completed.

Correspondence

Janae Lester, Library Assistant, has resigned, effective July 20th. She will stay on to finish a few projects on an hourly basis.

Director Hull is hoping to rehire Penina for Baby Story Time and asking Hope to do some extra linking activities.

Director's Report

- 1) The Sensory Drop In started last week.
- 2) Summer Reading sign-ups are strong (170 kids).
- 3) The Rec Camp has been visiting the library on Monday afternoons (60 kids).
- 4) The audit is finishing up – it must be submitted by August 1st for inclusion in our application for release of additional funds from the State Grant.
- 5) South Orange was accepted into the BCCLS.

Finance Report

a) June 2023 Bill List

Hackbarth: 15 items amounting to \$5432.67

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

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

Prestige: 21 items amounting to \$9208.24

Moved to accept by Stuetz, seconded by Dugan. Motion carried.

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

b) July 2023 Bill List

Hackbarth: 2 items amounting to \$337.77

Moved to accept by Stuetz, seconded by Dugan. Motion carried.

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

Prestige: 13 items amounting to \$12,009.39

Moved to accept by Stuetz, seconded by Dugan. Motion carried.

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

c) **Construction:**

2 items amounting to \$303, 116.75

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

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

Construction bills include payment to M&M Construction for work completed (\$293,969.50) and to Peter Caminiti (\$9,147.25) for owner's representative services.

Committee Reports

Construction is off this week (and possibly next?) while waiting for steel for the stairs.

Old Business - none

New Business

1) Motion to purchase 10 adult computer chairs for \$4166.24, moved by Dugan, seconded by Stuetz. Motion carried.

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

2) Motion to choose Audio Visual Solutions as the AV vendor and to authorize payment of up to \$16,500, moved by Stathis, seconded by Stuetz. Motion carried.

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

3) Motion to close for training provided by Library Link NJ Level Up for working with patrons with autism for a few hours in the morning (preferably in August but depending on the Library Link schedule), moved by Dugan, seconded by Stuetz. Motion carried.

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

4) Maintenance of the Library:

- DPW is coming to fix the sprinkler system outside
- need a service contract for the HVAC system; duct cleaning; new roof

5) Stathis offered a Scout chess table for the Lapin Garden. The Board agreed it would be a welcome gift.

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

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees

Regular Meeting, September 13, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 13, 2023, in the Trinka room at 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. Stuetz, A. Sabatini, E. Engel

Council Liaison: J. DeMuro

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Friend of the Library: Joanne Lyons

The following were absent:

Trustee: N. Jengo, E. Pope

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the July 12, 2023, moved by Sabatini, seconded by Stuetz.

Motion carried.

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

Public Portion – none

Friends Report

Joanne Lyons said they were looking into getting t-shirts for The Friends to sell.

Correspondence – none

Director's Report

1) New staff member – Alicia – will do baby story time.

2) Chairs are on order for the Adult Circle and computers will be installed next week.

3) 3-D printers have been set up.

4) Summer Reading program had 188 kids.

5) The police were called to “have record” when a lady with mental health issues taped a note on the door saying “Library Closed”.

Finance Report

a) August 2023 Bill List (to be paid in September)

Hackbarth: 14 items amounting to \$3510.41

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

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

b) **Prestige:** 29 items amounting to \$19813.24

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

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

c) **Construction:**

i) 3 items amounting to \$117,136.81

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

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

Construction bills include payment to M&M Construction for Requisition #6 from July (\$22,760.50) and #7 from August (\$90,897.00) and to Peter Caminiti (\$3,479.31) for owner's representative services.

Committee Reports

- 1) There was a leak in the roof; the town patched it.
- 2) Gutters were full and need to be cleaned.
- 3) There was a leak near the elevator. The drywall needs to be patched.
- 4) The stadium stairs are done; the seating is not.
- 5) There was an issue with AV; contractor's thought it was still a projector, not a TV.
- 6) The scheduled completion date is December 22, 2023.
- 7) We are getting a quote for new security cameras.
- 8) We received a letter from the architect saying there was an issue with the rubber tile alternative near the steps. The change in tile will cost \$4500 (there is no change order).

Motion to pay for the new rubber tile alternative from the construction fund made by Stathis, seconded by Stuetz. Motion carried.

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

Old Business - none

New Business

- 1) The library will send a letter to parents and students about access after school: We will now open the front and back doors and lock the gate at the Maywood Avenue entrance. The exit onto Maywood Avenue is currently closed for construction.

2) A temporary policy for who can spend time in the children's room will be at the discretion of library staff. Moved by Sabatini, seconded by Engel. Motion carried.

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

3) The audit is finished. Copies were handed out at the meeting. There were no comments or recommendations made by the auditor.

4) We have a temporary certificate for the elevator (through November). Cost to bring it to code is \$5467.50. We will vote on this in October.

5) The Grand Opening ceremony will take place on January 20 (adult party by invite only 8-11PM) and January 21 (kids party 1-4PM).

Stuetz moved to adjourn at 7:30 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 October 11, 2023, in the Trinka room at 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. Stuetz, A. Sabatini, E. Engel, N. Jengo, E. Pope

Council Liaison: J. DeMuro

Library Director: C. Hull

The following were absent:

Superintendent Appointee: Genevieve Stelter

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the September 13, 2023, moved by Stuetz, seconded by Engel.

Motion carried.

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

Public Portion -

Darlene Swistock, the BCCLS Liasson to the Trustee Development Committee, was in attendance to share about some upcoming events and to let us know that if we have requests for trainings that we should share the information with Committee.

Friends Report - none

Correspondence -

Director Hull received an email from a patron asking where her children should have a snack in the library now that the weather is getting colder.

The board agreed that we should designate a space for people to eat snacks. It was suggested that we use the space outside the current downstairs office and provide a table and chairs. The Policy Committee will write a policy for next month's meeting.

Director's Report

- 1) The training for staff on autism was excellent. The trainer recommended grouping the sensory materials by sense rather than age group and to always have them accessible instead of just during the designated hours.
- 2) Computers have been installed in the Adult Circle.
- 3) The BCCLS bill is increasing by 2.27% (\$866.62) to \$39,064.89.

- 4) We received our 1/3 of a mil number for 2024; it was up 1.61 %
5) We received our State Aid funds.

Finance Report

a) September 2023 Bill List

Hackbarth: 8 items amounting to \$6750.57

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

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

b) Prestige: 25 items amounting to \$37 619.04

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

There was a question about the PSE&G bill. It was budgeted for the year but hasn't been paid because we didn't receive the bills. That issue has been solved and we will pay them in 2 installments to get current. Next year, the bills will be paid monthly.

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

c) **Construction:**

i) 3 items amounting to \$170 581.13

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

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

Construction bills include payment to BHC Architects LLC for \$2374.62, M&M Construction Company Inc for \$163,210.28, and Caminiti Associates LLC for \$4996.23 for owner's representative services

Committee Reports - none

Old Business

Peter Caminiti gave us an update on the renovation project. He believes work is about 75% complete.

There are 5 change orders.

a) PCO #017R - children's room ceiling; \$2,882.58 (revised from original amount of 3162.83); architect is contesting this change order, but we approved the change in the event that we do have to pay it.

b) PCO #023A - electrical changes required for the change in AV equipment; \$3,759.91

c) PCO #023B - railing in the entryway where the new glass window is installed; \$1,747.64

d) PCO #023C - flooring for stairs; previously approved in the amount of \$4,500 but the total price has increased to \$5,927.89; difference of \$1,427.89

e) PCO #029 - new fixtures for the renovated staff bathroom; \$1,140.89

Motion to approve these 5 change orders but to not pay them yet moved by Stathis, seconded by Jengo. Motion carried.

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

New Business

1) The wall coverings we approved last month are custom (created after our original choice was discontinued) and will cost an additional \$2007. Moved by Sabatini, seconded by Jengo. Motion carried.

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

2) Matt suggested renaming the library for our benefactors, James and Pauline Hackbarth. He will inform the council of this plan and ask for a resolution. After approved, we will confirm the Hackbarths approve of the name change to The James and Pauline Hackbarth Free Public Library of Maywood. Moved by Stathis, seconded by Pope. Motion carried.

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

3) Matt suggested renaming the children's section of the library for Lorraine La Pietra-Lapin. Moved by Stathis, seconded by Engel. Motion carried.

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

Stuetz moved to adjourn at 7:31 PM, seconded by Jengo. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees Regular Meeting, November 8, 2023

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 8, 2023, in the Trinka room at 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. Stuetz, A. Sabatini, N. Jengo, E. Pope

Council Liaison: J. DeMuro

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

The following were absent:

Trustees: E. Engel, N. Jengo

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the September 13, 2023, moved by Sabatini, seconded by Stuetz.

Motion carried.

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

Public Portion – none

Friends Report -

Joanne and Helene attended the Friends Brunch. One thing that stood out was that it's important for the Friends group to be an extension of the library. They can advertise programs by word of mouth to build up the group, either in informal situations or in library sponsored events, such as at the Fall Festival.

They used some of the proceeds from the booksale to buy the red library bags for patrons, which will increase the visibility of the library in the community.

Correspondence – none

Director's Report

- 1) We will have the apple pie program for kids this year. It's always fun – and tasty!
- 2) The adult DIY events have been selling out almost immediately.
- 3) The Pokemon Club had 10 kids this month.
- 4) The storytime/babytime programs have had increased attendance.
- 5) The elevator repairs have been made.
- 6) A door counter has been installed to get a ballpark figure for foot traffic through the back door.

Finance Report

a) October 2023 Bill List

Hackbarth: 7 items amounting to \$1156.62

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

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

b) Prestige: 22 items amounting to \$20, 590.28

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

There was a question about 2 bills from USA Security Services, Inc. This is the company that will install the security cameras. They need a 50% downpayment before work begins and the rest when work is completed.

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

c) **Construction:**

i) 3 items amounting to \$121, 434.80

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

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

Construction bills include payment to BHC Architects LLC for \$10, 914.55, M&M Construction Company Inc for \$107,237.47, and Caminiti Associates LLC for \$3,282.78 for owner's representative services

Committee Reports -

a) Motion to approve the Food and Drink Policy, with amended language, moved by Stathis, seconded by Pope. Motion carried.

Amendment: Any patron who eats or drinks in the library other than in the areas so designated will be asked to leave the library premises until such food is consumed or disposed of.

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

b) Policy Committee needs to work on 3 policies:

- 1) Young Adult Policy (new)
- 2) Maker Space Policy (new)
- 3) Children's Policies (review with new space in mind)

c) Construction Update

- 1) the stairs are installed but not yet stained
 - 2) the children's room is at the punch list stage
- still need the glass railing and soundproofing

3) the millwork has been delayed; once it is available, M&M needs 3 weeks to complete installation

Old Business

The children's library cannot be named for Lorraine; it has already been named for someone else. Motion to approve naming the maker space the Lorraine LaPietra-Lapin Maker Space moved by Stathis, seconded by Stuetz. Motion carried.

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

New Business

1) The library will be closed to the public from November 27-December 2 to tile the floor between the renovated area and where the adult section begins. The circulation desk will need to be removed for the work to be completed.

2) Motion to accept the approved 2024 Holidays moved by Sabatini, seconded by Stathis. Motion carried.

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

3) Motion to transfer \$12,000 from our capital account to the construction account moved by Stathis, seconded by Pope. Motion carried.

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

4) Motion to approve a change order of \$68, 604.46 but to not pay it unless the work outlined in a list provided by M&M is completed by December 29, 2023, moved by Stathis, seconded by Stuetz. Motion carried.

M&M will provide a list of installations that will be installed after the Dec 2nd date that we will review and approve before the change order is released. Everything will be required to be completed before the December 29th date regardless of what tasks are happening after the December 2nd date.

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

Sabatini moved to adjourn at 7:32 PM, seconded by Pope. 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 13, 2023, in the Trinka room at 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, R. Stuetz, A. Sabatini, E. Pope, N. Jengo

Council Liaison: J. DeMuro

Library Director: C. Hull

The following were absent:

Trustees: E. Engel

Mayor: R. Bolan

Superintendent Appointee: Genevieve Stelter

Minutes

Motion to accept the minutes of the November 8, 2023, moved by Pope, seconded by Stuetz, with 3 corrections (N. Jengo was present; E. Pope made the motion to accept bills not E. Engel; 15,000 was transferred from capital to project, not 12,000).

Motion carried.

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

Public Portion – none

Friends Report

At the Library Opening party, Matt will make a pitch for people to join the Friends.

Correspondence

1) Muslim Heritage Month is January. Caitlin has a meeting with the Muslim Heritage Month Committee on December 13 about what the library can display and which books they can acquire this year. Going forward, we are on board with more; this year, it's hard because of the opening of the library.

2) Avidd has someone they want to place at the library. Caitlin will meet with the rep to talk about the program. The positive is that the employee would work 10 hours a week at no expense to the library.

Director's Report

1) The new floor is in and the chairs for the adult computers have arrived.

2) Grants have been approved by Hackbarth for office furniture, the streaming services, and the BCCLS bill for 2024.

3) We are at “substantial completion” of the renovation, so Director Hull submitted for the third payment from the State Grant.

Finance Report

a) November 2023 Bill List

Hackbarth: 15 items amounting to \$6981.33

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

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

b) Prestige: 22 items amounting to \$19, 653.99

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

There was a question about what Library Ideas is – it is the Vox books, which are very popular. There was a request to look into the pricing for the Wall Street Journal paper edition vs digital edition for next year.

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

c) **Construction:**

i) 7 items amounting to \$182, 4764.87

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

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

Construction bills include payment as follows:

Amboy Floors (8,305.00; 6,361.25)

Caminiti Assoc. (4,171.35)

M&M Construction (136,264.42)

Various furniture vendors

Senator/ Allermuir (8,520.81)

Kreuger International (8,979.72)

Lesro (8,288.76)

Versteel (1,873.56)

Committee Reports –

a) Construction Update

i) floor installation was “a fiasco” but was eventually completed on time

ii) there are furniture delays for the built ins, the children’s room tables, and the acoustic wall

b) Grand Opening

-entertainment and food and wine have been ordered

-Saturday, January 20th 8-11 Grand Opening (by invitation only)

-Sunday, January 21st 1-4 Open House

- we should ask about a police crossing guard for guests who park in the school parking lot
- we have bookmarks and branded water bottles for guests (which can be used with the new water station)

-Director Hull asked about paying the staff time and a half for working during the Open House. Moved to accept by Stuetz, seconded by Stathis. Motion carried.

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

c) Policy Committee

- Matt distributed a draft version for the Hal Bloom Young Adult Center Policy. We will discuss in next month's meeting.
- We still need Children's Room policies.

Old Business - none

New Business

1) The Library Board meetings in 2024 will be on the third Wednesday of the month – starting in February 2024.

The January meeting will be on the 10th as usual.

2) The security cameras are “out” but the company will come December 14th to install new cameras and to troubleshoot.

3) Mango languages has added ASL, which will cost \$200 through June 2024.

Sabatini moved to adjourn at 7:58 PM, seconded by Pope. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary