

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 10, 2024, in the Trinkka 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, A. Sabatini, E. Pope, E. Engel

Council Liaison: J. DeMuro

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Trustees: R. Stuetz, N. Jengo

Mayor: R. Bolan

Reorganization

a) Election of Officers

Motion to nominate M. Stathis as President made by Pope, second by Engel. Motion carries.

Motion to nominate E. Engel as Vice President made by Stathis, second by Sabatini. Motion carries.

Motion to nominate B. Dugan as Secretary made by Pope, second by Engel. Motion carries.

Motion to nominate E. Pope as Treasurer made by Stathis, second by Engel. Motion carries.

b) 2024 Resolutions

Motion to accept the block of 2024 Resolutions (2024-01 to -14), with the change of meetings to begin at **6PM** on the third Wednesday of the month, made by Stathis, second by Engel. Motion carries.

- 2024-01** Establish the Annual Schedule of Meetings
- 2024-02** Authorize Hours of Operation
- 2024-03** Designate Days Library Will Be Closed.
- 2024-04** Designate Official Newspapers
- 2024-05** Designate Official Depositories
- 2024-06** Authorize Signatures on Checks
- 2024-07** Library Purchasing Agent
- 2024-08** Retain Professional Services without Competitive Bidding
- 2024-09** Appointing Attorney
- 2024-10** Appointing Auditor

- 2024-11 Establish Petty Cash Accounts
- 2024-12 Maintain Membership in BCCLS
- 2024-13 Authorization to Sign Payroll
- 2024-14 Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

c) 2024 Committees

Committee Assignments:

- Strategic Planning: Jengo, Stuetz, Sabatini, Stathis
- Building/ Construction: Stathis, Engel, Pope, DeMuro
- Budget: Pope, Engel, Stathis
- Policy: Dugan, Sabatini, Stuetz
- Advocacy/Public Relations: Dugan, Sabatini, Stuetz
- Technology: Dugan, Jengo

Minutes

Motion to accept the minutes of the December 13, 2023, moved by Stathis, seconded by Engel.

Motion carried.

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

Public Portion – none

Friends Report

The Friends are looking forward to having a space to store donated books now that construction is wrapping up. Most likely this will be space under the stairs or the utility room. We will probably need to get rolling carts to keep the books on for easier access.

Once construction is over, they can accept donations and start monthly book sales. There was also talk of focusing each sale on a particular theme, such as “local authors”.

Correspondence

A book that was borrowed a long time ago – “Who’s on First” - was anonymously returned with an apology and a donation. The borrower cannot be determined because the book doesn’t have a barcode. There was discussion of framing and displaying the letter.

Director’s Report

- 1) We have received the third payment from the State Grant.
- 2) Director Hull will be the speaker at the January 23rd Rotary meeting at 6PM at the Maywood Inn.
- 3) There was a lot of discussion about the use of social media to promote the library and what it offers. One thought was to create a monthly “wish list” of books, possibly on Amazon, to get the community involved.

Finance Report
December 2023 Bill List

a) Prestige: 29 items amounting to \$21, 289.71

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

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

There was a question about whether the Veolia bill is monthly or quarterly. The bill is monthly but the amount was higher on this invoice because it was sent before the payment was received.

b) Hackbarth: 11 items amounting to \$12,392.84

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

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

The BCCLS bill is quarterly.

c) Motion to accept the Transfer Calculation Form made by Stathis, second by Pope. Motion carried.

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

The Library does not have any funds to return.

d) Motion to authorize Director Hull to spend up to \$600 for bakery items from Maria’s in Saddle Brook for the Grand Opening made by Stathis, second by Sabatini. Motion carried.

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

Committee Reports -

- a) Construction Update
 - there are furniture delays for the built ins, the children’s room tables, and the acoustic wall. The furniture coordinator, Creative Library Concepts is doing what they can to make sure the manufacturer, MediaTech, sends the ‘obviously missing’ pieces and that they are in place in time for the Grand Opening; those pieces should be shipped on Monday and installed on Tuesday and Wednesday.
 - there were mistakes with 2 pieces of furniture from 2 vendors for the Makerspace. Both are fixing the issue with new legs for the tables and chairs.
- b) Grand Opening is all set!
- c) Policy Committee
 - motion to accept the Hal Bloom Young Adult Center Policy made by Stathis, second by Engel. Motion carried.
 - Matt introduced a draft of the Maker Space Policy; we will review and vote on it next month.
- d) Budget Committee

Director Hull went over a few 'highlights' of the 2024 Budget:

-payroll: salary increases of 4% is based on NJLA suggestions and increased hours for 2 employees

-materials: increased \$350/month for print books, \$10,000 for e-content, doubled for 'other' ie video games and Library of Things

-marketing increased to focus on new space and rebranding

Motion to approve the 2024 Budget made by Stathis, second by Pope.

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

There was discussion that the 4% increase in salaries will probably not be sustainable next year, but that after a year of construction with very little interruption of service, it seemed appropriate.

Old Business - none

New Business

Director Hull discussed her goals for 2024, which are aligned with the Committees. Work on a Strategic Plan will be done in 2024.

Stathis moved to adjourn at 8:32 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary