

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 15, 2025, in the Hackbarth Auditorium 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 6:18 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Engel, A. Sabatini, N. Jengo, R. Stuetz, K. Smith (arrived after the Minutes were approved)

Library Director: C. Hull

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Reorganization

a) Election of Officers

Motion to nominate M. Stathis as President made by Stuetz, second by Jengo. Motion carries.

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

Motion to nominate B. Dugan as Secretary made by Stathis, second by Jengo. Motion carries.

Motion to nominate R. Stuetz as Treasurer made by Stathis, second by Sabatini. Motion carries.

b) 2025 Committees

Committee Assignments:

Strategy – Jengo, Stuetz, Sabatini

Building/Construction – Engel, DeMuro

Budget – Stuetz, Engel

Advocacy/ PR – Dugan, Sabatini, Smith, Hull

Technology – Dugan, Jengo

Policy – Dugan, Stuetz, Sabatini

c) 2025 Resolutions

Motion to accept the block of 2025 Resolutions (2024-01 to -14) made by Stathis, second by Sabatini.

Motion carries.

- 2025-01 Establish the Annual Schedule of Meetings
- 2025-02 Authorize Hours of Operation
- 2025-03 Designate Days Library Will Be Closed.
- 2025-04 Designate Official Newspapers
- 2025-05 Designate Official Depositories
- 2025-06 Authorize Signatures on Checks
- 2025-07 Library Purchasing Agent
- 2025-08 Retain Professional Services without Competitive Bidding
- 2025-09 Appointing Attorney
- 2025-10 Appointing Auditor
- 2025-11 Establish Petty Cash Accounts
- 2025-12 Maintain Membership in BCCLS
- 2025-13 Authorization to Sign Payroll
- 2025-14 Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

Minutes

Motion to accept the minutes of the December 11, 2024, meeting – with 2 corrections - moved by Stathis, seconded by Jengo. The corrections are: Sabatini was absent (she was marked as both present and absent) and the amount transferred from the Capital account was \$20,000 (not \$20).

Motion carried.

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

Public Portion – none

Friends Report

- 1) At the January 14, 2025, meeting, there were 7 attendees and 2 people expressed interest in joining but were unable to attend. The Friends would like to add a “social component” to their meetings (which are held the 2nd Tuesday of the month at 1:00)
- 2) There will be an Open Mic on January 24th at 2:00

Correspondence – none

Director's Report

- 1) Had the staff Christmas party and took a staff photo. All but 2 people were able to attend.
- 2) Staff switched Non Fiction and New Non Fiction, which increased the books borrowed from those sections. Staff also put the Top Circulating Books for 2024 on a forward facing shelf and all adult books were borrowed.
- 3) The Spanish language books are now on the shelf. The library will continue to grow this collection.
- 4) Circulation for 2024 exceeded pre-pandemic numbers.

December 2024 Bill List

- a) Prestige: 23 items amounting to \$12,705.60

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

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- b) Hackbarth: 10 items amounting to \$12,059.59

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

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- c) We discussed the Return of Funds form. No action was required to be taken.

- d) Motion to reserve \$30,000 in the Capital Funds account, moved to accept by Engel, seconded by Stuetz. Motion carried.

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Committee Reports - none

Old Business - none

New Business

Moved to Closed Session to discuss salary for employees.

- a) Motion to adopt the 2025 Budget, including a 3% increase in salary for all employees, moved by Stathis, seconded by Stuetz. Motion carried.

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Returned to Open Session.

- b) Motion to adopt Sunday hours moved by Stathis, seconded by Stuetz. Motion carried.

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- c) Motion to add two new positions moved by Stathis, seconded by Sabatini. Motion carried.

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

These positions include hiring a new person for Sundays @ \$16/hour and a professional Public Relations person @ \$25 / hour (15 hours / week).

- d) Motion to purchase new computers for the Makerspace moved by Smith, seconded by Sabatini. Motion carried.

	Stathis	Engel	Dugan	Jengo	Sabatini	Stuetz	Smith	DeMuro
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Director Hull will buy a MacBook desktop and a MacBook laptop – these are a good addition because there are no other Mac products in the library and a lot of creative software works best on Macs.

- e) Director Hull would like to have an ice cream truck and close the back parking lot for the Summer Reading Kickoff. Everyone agreed it is an excellent idea.

DeMuro commends Director Hull for a very thorough Capital Plan for the physical building of the library.

Dugan moved to adjourn at 8:15 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary