

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 20<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:31PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine

Mayor: A. Febre

Council Liaison: M. Gervino

School Superintendent Liaison: G. Kiely

Library Director: Caitlin Hull

Absent: N. Shea

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## **MINUTES**

Approval of the January minutes were moved by Febre and seconded by Stathis. Brown abstained, motion carried.

## **PUBLIC PORTION**

There were no members of the public present.

## **CORRESPONDENCE**

No correspondence.

## **DIRECTOR'S REPORT**

Topics discussed included: Zinio portal and increased security features installed in the Library.

Accepted as Submitted.

## **FINANCE REPORT**

### **Bill Lists**

Prestige: 22 Items for \$24,985.75  
Moved by Stathis, seconded by Kiely, motion carried.

Hackbarth: 10 items for \$21,249.67  
Moved by Lapin, seconded by Febre, motion carried.

### **Year End:**

The Library finances are healthy and the necessary surplus is in place to deal with almost any foreseeable eventuality. Forms must be filled out for the State Librarian to determine if the surplus is an acceptable amount.

The 2016 1/3 mil formula works out to roughly \$430K for library operations.

The Director will take over the monthly Tracking Report duties from the Treasurer.

Finance report accepted as presented.

## **COMMITTEE REPORTS**

Renovation Committee: The Committee should have three architectural finalists by the February meeting.

## **OLD BUSINESS**

From Mayor Febre:

3 cabinets ordered to be delivered between Jan 28<sup>th</sup> to Feb 5<sup>th</sup>

The Maywood historical society will be given two rooms at 15 Park for its new home.

The gates have been installed and appear to be having the desired effect on the safety of the children getting out of school and the patrons.

## **NEW BUSINESS**

A senior group in town would like a few of the bookcases lining the walls of the Hackbarth Auditorium for use in the Senior Center.

Motion to adjourn the Regular Meeting at 7:45 by Lapin, seconded by Febre, motion carried.

## REORGANIZATION MEETING

Called to order by Director Hull.

Nominations for officers for 2016 to serve for one year:

Nominations for President:

Brown nominated Lapin, seconded by Febre, Febre nominated Bloom, seconded by Lapin.

Votes for Lapin: 1 (Brown)

Votes for Bloom: 6 (Lapin, Stathis, Matos-Rowe, Valentine, Febre, Kiely) Bloom elected for one year.

Bloom takes over the remainder of the Reorganization meeting.

Nominations for Vice President: Febre nominates Lapin, Brown seconds, no other nominations, vote is unanimous for Lapin.

Nominations for Secretary: Bloom nominates Stathis, Brown seconds, no other nominations, vote is unanimous for Stathis.

Nominations for Treasurer: Bloom nominates Brown, Lapin seconds, no other nominations, vote is unanimous for Brown.

2016 Library Executive Committee:

President:	Bloom
Vice president:	Lapin
Secretary:	Stathis
Treasurer:	Brown

Maywood Public Library 2016 Resolutions:

- 2016-01**      Establish the Annual Schedule of Meetings  
                 Moved by Febre, seconded by Kiely, approved as amended (date of February meeting changed from the 17<sup>th</sup> to the 18<sup>th</sup>)
- 2016-02**      Authorize Hours of Operation  
                 Moved by Stathis, seconded by Brown, approved.
- 2016-03**      Designate Days Library Will Be Closed.  
                 Moved by Lapin, seconded by Febre, approved.
- 2016-04**      Designate Official Newspaper: Our Town and Community News  
                 Moved by Febre, seconded by Lapin, approved.
- 2016-05**      Designate Official Depositories: Community Bank of Bergen County

Moved by Lapin, seconded by Febre, approved.

- 2016-06** Authorize Signatures on Checks: President, Vice President, Treasurer, Secretary  
Moved by Lapin, seconded by Brown, approved.
- 2016-07** Library Purchasing Agent: Caitlin Hull, Library Director  
Moved by Lapin, seconded by Keily, approved.
- 2016-08** Retain Professional Services without Competitive Bidding:  
Attorney, Auditor  
Moved by Febre, seconded by Lapin, approved as edited (removal on architect from list)
- 2016-09** Appointing Attorney: William Rupp  
Moved by Bloom, seconded by Lapin, approved, Febre abstained.
- 2016-10** Appointing Auditor: Vincent Montanino  
Moved by Brown, seconded by Lapin, approved, Febre abstained.
- 2016-11** Establish Petty Cash Accounts  
Moved by Brown, seconded by Febre, approved.
- 2016-12** Maintain Membership in BCCLS  
Moved by Lapin, seconded by Keily, approved.
- 2016-13** Authorization to Sign Payroll: Caitlin Hull, Library Director  
Moved by Stathis, seconded by Febre, approved.

#### ADJOURNMENT

Stathis moved to adjourn at 8:10, seconded by Lapin, motion carried, meeting adjourned.

Respectfully submitted,

Matthew J. Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 18<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:34PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine, N. Shea,

Mayor: A. Febre

Library Director: Caitlin Hull

Absent: Council Liaison: M. Gervino, School Superintendent Liaison: G. Kiely

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## **MINUTES**

Approval of the January minutes were moved by Lapin and seconded by Brown, motion carried.

## **PUBLIC PORTION**

There were no members of the public present.

## **CORRESPONDENCE**

A letter from Library Patron Karl Wagenfuhr was read into the record concerning the dearth of Library catalog computers. The Director will consider adding terminals or ipads to remedy this situation.

## **DIRECTOR'S REPORT**

The Director presented her usual comprehensive recap of the previous month's activities as well as a state of the Library and pending events. Discussion included the upcoming inaugural Maywood ComicCon and ways to better promote Library programming.

A subcommittee was formed to research and recommend an electronic sign and its placement on library property. Members include: A. Febre, J. Brown and L. Lapin.

## **FINANCE REPORT**

### **Bill List**

Prestige 17 items for \$11,406.14  
Acceptance of the Bill List moved by Febre, seconded by Shea. Motion carried.

Hackbarth 10 items for \$10, 431.68  
Acceptance of Bill List moved by Lapin, seconded by Febre. Motion carried.

### ***CLOSED SESSION***

At 7:27 a potential personnel issue arose and Febre moved the Trustees go into closed session, seconded by Shea, motion carried.

At 7:44, the Trustees moved back into regular session (moved by Febre, seconded by Lapin, motion carried)

Director Hull noted that the Library nearly lost its state funding because the Trustees had too few education hours. Ms. Hull refreshed the Trustees in how to take on-line education courses and will continue informing the Board of upcoming educational opportunities.

2016 Budget: Director Hull presented the 2016 budget to the Board and explained some of the finer points with Treasurer Brown.  
Lapin moved to accept the budget and Stathis seconded. Motion carried.

### **NEW BUSINESS**

The Board agreed to change the May meeting to May 11<sup>th</sup> at 6:30 in order to accommodate Director Hull attending a New Library Director orientation seminar at the NJ State Library in Trenton  
Moved by Stathis, seconded by Shea, motion carried

Also, Maywood will be hosting a BCCLS New Library Director breakfast in May.

### **ADJOURNMENT**

Stathis moved to adjourn at 8:10, seconded by Febre. Meeting adjourned.

Respectfully submitted

Matthew Stathis, Secretary.



A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 16<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:33PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, N. Shea, T. Valentine, Council Liaison: M. Gervino

Library Director: Caitlin Hull

Absent: M. Matos-Rowe, Mayor: A. Febre, School Superintendent Liaison: G. Kiely

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## **MINUTES**

Approval of the February minutes were moved by Lapin and seconded by Valentine, Gervino Abstained, motion carried.

## **PUBLIC PORTION**

There were no members of the public present.

## **CORRESPONDENCE**

Jim Hackbarth wrote regarding Board using a surplus for new computers. He suggested submitting a new grant proposal.

## **DIRECTOR'S REPORT**

Ms. Hull Reviewed a busy month of programming highlighted by the inaugural Comic Con event that took over most of the meeting rooms and attracted 60 children and adults. The Library added an additional 541 items and will hold a BCCLS sponsored Constant Contact training event at the next scheduled staff meeting.

L. Lapin commented that the Elder Law presentation was very well done and Ms. Hull thought the presenter may be returning to Maywood.



The Library sponsored 34 programs for the community while hosting 10 community-sponsored events.

## **FINANCE REPORT**

### **Bill List**

**Prestige:** 14 Items for \$5,254.67  
Moved to accept by Lapin, seconded by Stathis, motion carried

**Hackbarth:** 8 items for \$2,890.18  
Moved to accept by Lapin, seconded by Stathis, motion carried

Brown suggested keeping some surplus in reserve for salary adjustments.

## **COMMITTEE REPORTS**

The Renovation Committee shared that the three finalist architects will be visiting the Committee for final presentations and to begin discussing the parameters for a feasibility study. The first firm up will be Dennis Kowal Associates.

## **OLD BUSINESS**

### **Computer Use Policy**

Several other library's Computer use policies were handed out in the meeting packet and Ms. Hull will be compiling a comprehensive policy to add to the website.

### **Digital Sign**

Lapin asked if we know what the Borough's ordinance is regarding digital signs. The company that many surrounding towns use for their signs is Stewart Signs. It was suggested that they could be a resource in placement of the sign.

The Board is also still considering where to place the sign on the Library property.

### **Donation Request**

The Square Club is still interested in making a donation to the Library and the Board is working with representatives of the Club to determine how such a gift should be used to maximize its impact. It was suggested that the electronic sign would be a good fit for such a donation.

### **Staff Review Format**

The staff is due for their annual review. While the Board has a format that the last director used, Bloom noted that the Director should use a format that she is comfortable using. A hybrid of the Last review format with a few stylistic and

relevancy updates should be enough for the Director to codify the performance of the Library staff.

### Trustee Training Webinar

The Board will revisit this after the April meeting to coordinate a convenient time.

### **NEW BUSINESS**

Hackbarth Foundation Meeting: The meeting will be sometime mid-April, but no specific date has been given. (NOTE: the meeting date has been set for Wednesday, April 13<sup>th</sup>)

Lapin spoke about a Maywood resident, Barbara Gigante who contacted Ms. Hull to organize a Library Foundation. Ms. Lapin spoke to her and invited her to the next Board meeting to present her ideas to the full Board.

Brown reminded Ms. Hull that the staff must be vigilant about upholding the policies of the Library, especially as it pertains to staff nametags and enforcing the no food policy.

### ADJOURNMENT

Stathis moved to adjourn at 8:07, seconded by Shea, motion carried.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 20<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:32PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, N. Shea, T. Valentine, Mayor: A. Febre, Council Liaison: M. Gervino

Library Director: Caitlin Hull

Absent: School Superintendent Liaison: G. Kiely

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## **MINUTES**

Approval of the February minutes were moved by Valentine and seconded by Gervino.  
Motion Carried

## **PUBLIC PORTION**

Barbara Gigante attended the meeting and proposed reconstituting the Friends Of the Library. A certified School Business Administrator with a Master's degree in Public Administration, Ms. Gigante offered her talents to organize the group, raise money for programming and library incidentals and improve the overall experience of the Library.

Board members asked questions and gave Ms. Gigante more information about organizing a foundation or Friends/Foundation hybrid to raise the kind of money she would like for the library.

## **CORRESPONDENCE**

None

## **CLOSED SESSION**

M. Matos-Rowe moved to go into closed session to discuss potential litigation at 6:58, seconded by Valentine. Motion Carried.

Stathis moved to end closed session at 7:14, Matos-Rowe seconded. Motion carried.

## **DIRECTOR'S REPORT**

Ms. Hull reviewed the past month and previewed the coming month in a very comprehensive report. Accepted as presented.

## **FINANCE REPORT**

### **Bill List**

**Prestige:** 22 Items for \$8,061.64  
Moved to accept by Lapin, seconded by Stathis. Motion Carried.

**Hackbarth:** 10 Items for \$11,759.80  
Moved to accept by Stathis, Seconded by Matos-Rowe. Motion Carried.

**P&L Statement:** Moved to accept by Valentine, seconded by Shea. Motion Carried.

Approval \$1,300 for new library cards, estimated to cost \$1,255. Moved by Lapin, seconded by Stathis. Motion Carried.

## **OLD BUSINESS**

Brown called for a reconstituted Action Item list. Items as follows:

- Meeting Room Policy
- Wolfson Update
- Square Club donation (How are we utilizing it?)
- Circulation TV Mount
- New Piano Cover
- Signage for the steel gates
- Open System worklist
- Remove Camera Blockage
- Tracking Report
- Missing chair in the computer lounge
- Sign for the Hackbarth Auditorium lectern
- Update the Town History section of the website
- Update the AV manual that shows how to turn on cable TV
- Print a second copy of the AV manual for he lectern

**Internet Use Policy:** Motion to adopt draft policy as presented by Lapin, seconded by Shea. Motion Carried

**Employee Evaluations:** Bloom motioned to adopt the evaluation forms as presented by Ms. Hull, Valentine seconded.

Discussion: Brown asked for a "N/A" designation on some of the ratings. Motion carried with the addition of "N/A".

## **NEW BUSINESS**

Hackbarth Foundation Recap: Bloom conveyed the items discussed with members of the Hackbarth Foundation and the presentation by J. Brown.

Hull updated the Board that the three grant requests to the Hackbarth Foundation were all approved and the checks were issued that day.

The Congregational Church's donation that was held in a long-term CD matured and was cashed with the money in a reserve account until director can curate a religious studies collection.

Questions for an upcoming patron survey were addressed and will be worked on in the coming weeks.

## **ADJOURNMENT**

Valentine moved to adjourn at 8:38, seconded by Matos-Rowe, motion carried, meeting adjourned.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 11<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:30PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine,  
Mayor: A. Febre

Library Director: Caitlin Hull

Absent: N. Shea, Council Liaison: M. Gervino, School Superintendent Liaison: G. Kiely

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## **MINUTES**

Motion to accept the Minutes by Lapin, seconded by Brown. Motion carried.

## **PUBLIC PORTION**

No members of the public

\*Hal Bloom paused the regular schedule of the meeting to announce the passing of Len Rubin, original publisher of the Maywood Our Town newspaper, tireless town philanthropist, constant improver of Maywood life, and holder of Maywood Public Library card #1.

## **CORRESPONDENCE**

None

## **DIRECTOR'S REPORT**

Ms. Hull's comprehensive report included all aspects of the library's functions including staffing, additions to the collection (477 pieces), programming, outreach, and planning for the Summer Reading program. Also included in the Statistics Report was the news that the Library signed up 66 new patrons. Valentine moved to accept the report, seconded by Matos-Rowe. Motion carried.

## **FINANCE REPORT**

### **Bill List**

**Prestige:** 19 Items for \$6,364.41  
Moved to accept by Lapin, seconded by Valentine. Motion Carried.

**Hackbarth:** 13 Items for \$15,963.63  
Moved to accept by Lapin, Seconded by Stathis. Motion Carried.

Profit and Loss statements accepted as presented with the caveat that the Wolfson and Congregational endowments must have separate lines moving forward.

The Library is now caught up with the appropriations from the town in the finance report.

## **COMMITTEE REPORTS**

Renovation Committee – Finalist firms have been asked to propose designs for the spaces to be renovated. A renewed lineup may be found by the next meeting as one firm may not want to engage in a competition for the contract.

## **OLD BUSINESS**

Discussion of bequests in the name of a deceased patron: Items discussed included benches, tables or comfortable chairs.

Action Items – Circulation desk TV mounts: Rudy has not sent in a quote.

Electronic Sign – discussion of where to place an electronic sign that may be donated by a local club. Another suggestion was wiring the OEM room instead.

Sign for the Hackbarth Auditorium lectern should be done within a month.

## **CLOSED SESSION**

Lapin moved to go into closed session to discuss remuneration at 7:36, seconded by Matos-Rowe.

Lapin moved and Febre seconded coming out of closed session at 7:51

## **NEW BUSINESS**

Lapin moved for 2% pay increase across the board for all employees, including the page, minus the director. Retroactive to January 1, 2016. Bloom seconded. Motion Carried.

Director Appraisal – The trustees are to use the old form for this year’s Director Appraisal. Forms to be completed and tabulated before the June meeting

Febre suggested setting up a display commemorating Len Rubin.

More OPRA requests coming to the town. Being handled by the Borough Clerk.

Lapin moved to adjourn at 8:17, seconded by Febre. Motion Carried.

Respectfully submitted,

Matthew Stathis, Secretary



A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 30<sup>th</sup> 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 Harold Bloom called the meeting to order at 6:32PM.

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine, N. Shea, Council Liaison: M. Gervino

Library Director: Caitlin Hull

Absent: Mayor: A. Febre, School Superintendent Liaison: G. Kiely

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## **MINUTES**

Motion to accept the Minutes by Brown, seconded by Valentine. Motion carried.

## **PUBLIC PORTION**

No members of the public

## **CLOSED SESSION**

\*Hal Bloom paused the regular order of the meeting schedule in order to go into closed session at 6:41 to address a personnel issue. Bloom moved for closed session, Lapin seconded, motion carried.

Stathis moved to come out of closed session at 6:57, seconded by Matos-Rowe.

## **DIRECTOR EVALUATION**

The Board of Trustees briefly discussed the results of the evaluation of Director Hull and her accomplishments since taking control of the Library a year ago. J. Brown compiled the evaluations turned in by the Trustees and on a five-point scale, Ms. Hull scored a 4.17 overall

Brown moved to increase Ms. Hull's annual salary to \$76,000 per year, seconded by Bloom. Motion carried.

## **CORRESPONDENCE**

1 - A grant from the Hackbarth Foundation for \$9,739.00 was sent to the Board for: a television for the circulation desk, a PA system, and to cleanup the nest of wires in the audio-visual room in the Hackbarth Auditorium.

2 - \$150,000 was sent to the Borough to cover the first phase of the Children's room/Young Adult area remodel. Ms. Hull will call the Borough Administrator to determine if the funds are in a separate account or comingled with town funds.

3 - The NJLA Library Trustees conference will be on September 10<sup>th</sup> in East Windsor and the NJLA has extended one pass for any Maywood trustee who wants to attend. Also, BCCLS will cover transportation for one member on their bus.

## **DIRECTOR'S REPORT**

Paramus Library employees arrived for their time at Maywood while the Paramus Library is refurbished. The Report was comprehensive and there were no questions from the Board.

## **FINANCE REPORT**

### **Bill List**

**Prestige:** 17 Items for \$8,877.30  
Moved to accept by Lapin, seconded by Stathis. Motion Carried.

**Hackbarth:** 10 Items for \$3,367.20  
Moved to accept by Lapin, Seconded by Matos-Rowe. Motion Carried.

Profit and Loss statements accepted as presented.

Statistics were accepted as presented.

## **COMMITTEE REPORTS**

Renovation Committee - The three finalist firms are ready to begin their conceptual design studies. Each firm will be in the library to measure and rough out their visions for the affected areas. They will need to coordinate with Ms. Hull in order to access the areas.

## **OLD BUSINESS**

The money for the bench bequest discussed at earlier meetings will now be used toward children's book series. This was decided to be a better use of the funds in a way that will touch more library patrons.

The inter-library loan formula was discussed and the Polaris share of the formula will be phased out. The Maywood Library will most likely pay \$3,000 per share.

## **NEW BUSINESS**

Ms. Valentine reported to the Board regarding her experience at the NJLA event. There was great opportunity to meet other trustees and library professionals.

## **ADJOURNMENT**

Lapin moved to adjourn at 7:49, seconded by Shea. Motion Carried.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 20<sup>th</sup> 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.

Vice President Lorraine Lapin called the meeting to order at 6:34PM.

The following were present:

Trustees: L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine, N. Shea

Library Director: Caitlin Hull

Absent: Board President: H. Bloom, Council Liaison: M. Gervino, School Superintendent Liaison: G. Kiely

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## **MINUTES**

Motion to accept the Minutes by Valentine, seconded by Matos-Rowe. Motion carried.

## **PUBLIC PORTION**

Maywood Borough Administrator Roberta Stern was present to discuss the architect search as well as a quote for fixing the leaking situation in the Children's Room. Ms. Stern also confirmed that the initial donation from The Hackbarth Foundation held by the Borough for the first phase of the new renovation is indeed being held in a separate account.

## **CORRESPONDENCE**

None

## **DIRECTOR'S REPORT**

Adopted as presented.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 10 Items for \$3,610.16  
Moved to accept by Matos-Rowe, Seconded by Shea. Motion Carried.

**Prestige:** 16 items for \$5,974.72  
Moved to accept by Valentine, seconded by Shea. Motion Carried.

Profit and Loss statements accepted as presented.

Statistics: Brown briefly discussed the YA circulation statistic and Ms. Hull stated that the number is up nearly 70 percent. Report accepted as presented.

## **COMMITTEE REPORTS**

Renovation Committee – The architecture firms will be in for preliminary discussions with the stakeholders over the next month.

## **OLD BUSINESS**

The television, PA system and Wire cleanup will all be handles by the contractor when he returns from a vacation in the coming weeks.

The \$150,000 initial deposit for the renovation is in a separate account with the Borough.

The Paramus Library employees are working well at our Library while theirs undergoes a renovation.

We have three architects vying for the commission to plan the next renovation phase.

The salary adjustment for Ms. Hull has taken effect.

## **NEW BUSINESS**

Ms. Valentine introduced the subject of adjusting the amount of vacation time for Ms. Hull as a result of a conversation with other librarians at a recent NJLA event. Mr. Brown and others stated that her benefits were and are negotiable and Ms. Hull has not asked to negotiate her time off.

## **CLOSED SESSION**

Stathis moved to go into closed session at 7:16, seconded by Shea. Febre moved to end closed session at 7:27, seconded by Lapin.

No action taken.

## **NEW BUSINESS (continued)**

Mr. Brown pointed out that the plywood awnings over the basement window wells were looking a bit sloppy and suggested calling the DPW to paint or replace them.

Mr. Febre mentioned that the town was getting a landscaping expert to join the DPW team and that he may be a great help with the Library's grounds.

Ms. Shea asked how the Library was doing attracting children over the summer, Ms. Hull reported that there were healthy crowds for the Summer Reading Program.

Ms. Lapin reminded the body that the next meeting would be August 17<sup>th</sup>.

## **ADJOURNMENT**

Shea moved to adjourn at 7:49, seconded by Febre. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on August 17, 2016 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.

Vice President L. Lapin called the meeting to order at 6:35PM.

The following were present:

Trustees: L. Lapin, J. Brown, M. Matos-Rowe, N. Shea, Mayor, A. Febre  
And Council Liaison M. Gervino Library Director: Caitlin Hull

Absent: Board President: H. Bloom, Secretary, M. Stathis, T. Valentine, and School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the July 20<sup>th</sup> meeting moved by L. Lapin, seconded by N. Shea. Motion carried.

**PUBLIC PORTION** No Public was present

## **CORRESPONDENCE**

Letter from Volunteer, Bill Wetzel, stating that he will no longer be able to stage the artwork in the foyer gallery. He has offered to assist whoever replaces him. C. Hull stated that it might be possible to assign task of staging artists in the gallery to a current staff member.

## **DIRECTOR'S REPORT**

C. Hull reported on the success of the culminating activity for the Summer Reading Program, which was held at Memorial Park. Many children and parents attended playing water games and enjoying pizza, ice pops and cotton candy.

M. Gervino suggested Director contact G. Newman of the DPW to discuss the plywood left outside library from winter snows.

Director's Report was adopted as presented.

## **FINANCE REPORT**

J. Brown questioned the Mayor as to whether the display cabinets to house Historical Society artifacts were purchased. A. Febre will look into it.

Discussion of the Audit C. Hull pointed out that the Auditors made no recommendations for improvement.

Brown commented on Audit. Although there are no recommendations for improvement, he pointed out that there is \$99,000 in Reserve. We may be required to return funds to the Boro.

### **Bill List**

**Hackbarth:** 9 items amounting to \$2189.95  
Moved to accept by A.Febre, Seconded by M.MatosRowe  
All in favor, Motion Carried.

**Prestige:** 13 items for \$4382.28  
Moved to accept by A.Febre, seconded by M.MatosRowe.  
All in favor, Motion Carried.

Profit and Loss statements accepted as presented.

### **COMMITTEE REPORTS**

Renovation Committee – Lapin stated that the Committee has met with two architects so far, with one other left to make a presentation to the Committee.

**OLD BUSINESS** No Comments

### **NEW BUSINESS**

Security Guard: C. Hull discussed the hiring of a Security Guard for the beginning of the school year. All applicants for the Security Guard position would have to have SORA Certification.

It was decided to send out request for quotes to four Security Firms for the hours of 2:30PM to closing Monday through Friday, 10AM to 4PM on Saturday, and 1:00 to 4:00PM on Sunday. The Library will contract with Sentinel per diem until we receive the quotes, so that we have coverage for the first day of school.

The Board also agreed that the “after school procedures, re: closing front entrance and the parking lot at 2:30PM will remain as they were last year.

**CLOSED SESSION** No closed session

### **ADJOURNMENT**

Shea moved to adjourn at 7:35, seconded by Febre. Motion Carried. Meeting Adjourned.  
Respectfully submitted,

Lorraine Lapin, V. President

For Matthew Stathis, Secretary



A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 16<sup>th</sup> 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 Hal Bloom called the meeting to order at 6:35PM.

The following were present: Trustees H. Bloom, L. Lapin, M. Stathis, N. Shea, A. Schragger, M. Matos-Rowe

Mayor: A. Febre

Library Director: Caitlin Hull

Superintendent's Representative: G. Kiely

Anthony Bianco for Board Attorney Carlos Renzo

Absent: J. Brown, M. Gervino

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## **MINUTES**

The August 5<sup>th</sup> Special Meeting minutes were moved by L. Lapin and seconded by M. Stathis. Motion carried.

The August 19<sup>th</sup> Regular Meeting minutes were moved by L. Lapin and seconded by M. Stathis. Motion carried.

## **PERSONNEL POLICY**

The Personnel Policy item in Old Business was taken out of order to accommodate the schedule of Attorney Anthony Bianco. Suggested edits and clarifications were discussed, considered and written into the text. The final document was moved to be accepted as amended by L. Lapin and seconded by N. Shea. Motion Carried. Secretary M. Stathis to type the final document and rework the table of contents.

## **PUBLIC PORTION**

No members of the public present.

## **CORRESPONDENCE**

John Brown sent in a reminder (he is away on vacation) that Trustees must take continuing education courses so the Library Board stays abreast of best practices and the Library remains eligible for state aid

## **DIRECTOR'S REPORT**

Director Hull presented her thorough and illustrated report to the Board. Attached.

Included in the Director's Report was the discussion of the hiring of two part-time Youth Services Library Assistants that Ms. Hull found among a pool of highly qualified candidates. The new Assistants will fill the positions that the Pro Libra contractors held over the summer and will hopefully start on September 28<sup>th</sup>. Motion to hire the new librarians by M. Stathis and seconded by A. Febre. Motion Carried.

## **FINANCE REPORT**

### Bill List:

Prestige Account: 15 checks totaling \$7,059.43  
Moved by A. Febre and seconded by N. Shea  
Motion carried

Hackbarth Account: 11 checks totaling \$8,728.96  
Moved by M. Stathis and seconded by N. Shea.  
Motion carried.

Ms. Hull distributed a copy of the Library Audit Final report prepared by VM Associates to the Board.

## **COMMITTEE REPORTS**

M. Stathis reported that the Renovation Committee will begin contacting architects for preliminary discussions and asked that Board members look at the various web portfolios of use any other methods to suggest what they would be interested in seeing in the Children's room/office renovation and/or any particular architects they may have heard are worth talking to.

## **OLD BUSINESS**

### Action Items:

- Phone
- ~~Glass Display doors~~
- ~~Handyman~~ Will initially use the former custodian at \$20/hr for odd jobs
- ~~YA Consultant~~ Will try Mariane Carroll, a middle school media specialist
- Polaris Training - Will aim for an early fall date

- Signage on book shelves - *Signs done, need to be placed*
- ~~Pro Libra report to Board~~ - *Handed to the board (attached)*
- ~~Landscaping estimates to Hackbarth~~ - *Moot as DPW will handle per Erich Fleischmann.*
- Personnel Policy to Attorney for review
- ~~FIOS free service (or cablevision)~~ *Apply for the drop – Both in next week to survey for the drop*
- Bonding for cosigners (JIF Frank Cavalli) *(final word expected from Jean)*
- Birns Communication
- ~~The fountain and sprinklers~~ - *Erich Fleischmann will repair*
- ~~Hal needs a password~~ - *Hal has a password and has for a long time. He feels he does not need one*
- ~~Meet with Mike Jordan~~
- Best practices for computer usage - *Will create/find one for next meeting*
- Name on Bills - currently, when we receive bills there are about one of 5 names on the invoice, Diane Rhodes, Kulsum, Caroline Brown, Abby Sanner and Caitlin Hull. This can be confusing as to when the order was processed. Only Caitlin should now be shown. Have bookkeeper call each of the vendors and have corrections made to their records.

## **NEW BUSINESS**

Piano use by Public – The use of the piano by the public was discussed and the outcome was that the piano, as a gift from the Hackbarth Foundation for performances and program use, not for general public use. A formal policy is expected to be approved at the October Board meeting.

Video Camera Policy – Tabled until next meeting, with a call for best practices to be submitted by Board members.

Parking Lot danger – L. Lapin witnessed very dangerous behavior by motorists picking up their children after school displaying blatant disregard for the rules of the road and the safety of all pedestrians in the lot. Solutions to be discussed with Chief Pegg include closing the lot to vehicles from 2:30 to 3:30 to protect children and other pedestrians from injury.

## **ADJOURN**

Motion to adjourn was offered by N. Shea at 9:10 and seconded by A. Febre. Motion carried.

Respectfully Submitted by  
Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 19<sup>th</sup>, 2016 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.

Vice President Lapin called the meeting to order at 6:35PM.

The following were present:

Trustees: L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, T. Valentine, Mayor A. Febre

Library Director: Caitlin Hull

Absent: Board President: H. Bloom, Trustee N. Shea, Council Liaison M. Gervino, School Superintendent Liaison: G. Kiely

Motion to go out of order by Mayor Febre to discuss the renovation as he had another appointment to attend later that evening, seconded by Stathis.

### **COMMITTEE REPORTS**

The Board discussed the architect finalists and how to proceed from that point in light of the upcoming Hackbarth Foundation meeting in Maywood. Mayor Febre moved to hire BHC Architects for the YA and Children's renovation, seconded by Stathis. Motion carried.

The Board went on to discuss budgeting for the BCCLS membership fees, technology and the Children's librarian. No motions were offered.

Stathis moved to return to the regular order, seconded by Lapin, motion carried. Back to the regular order:

### **MINUTES**

Brown moved to accept the minutes, seconded by Matos-Rowe. Motion carried

**PUBLIC PORTION** No Public was present

### **CORRESPONDENCE**

A letter thanking the Library was sent from the Bergen Volunteer Center

A letter commending the weekend staff was sent by Patricia Murray

## **DIRECTOR'S REPORT**

Director's Report was adopted as presented.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 10 items amounting to \$2,708.69  
Moved to accept by Matos-Rowe, Seconded by Valentine  
All in favor, Motion Carried.

**Prestige:** 22 items for \$9,135.76  
Moved to accept by Stathis, seconded by Valentine  
All in favor, Motion Carried.

Profit and Loss statements accepted as presented.

The library purchased two laptops

## **OLD BUSINESS**

Valentine moved that the Board name the rear entrance gallery the Bill Wetzel Gallery in honor of the years of tireless dedication to bringing the Library patrons excellent local artists to enjoy. Seconded by Matos-Rowe. Motion carried

## **NEW BUSINESS**

A Library Board Special Meeting is called for November 9<sup>th</sup> at 10:00 to discuss the budgeting for planned renovation of the Children's and YA rooms and areas surrounding them.

## **ADJOURNMENT**

Stathis moved to adjourn at 8:44, seconded by Febre. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 16<sup>th</sup>, 2016 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 Bloom called the meeting to order at 6:32

The following were present:

Trustees: H. Bloom, L. Lapin, M. Stathis, J. Brown, M. Matos-Rowe, N. Shea, Council Liaison M. Gervino, Mayor A. Febre

Library Director: Caitlin Hull

Absent: Trustee: T. Valentine, School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the October 19<sup>th</sup> meeting moved by Matos-Rowe seconded by Brown. Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

A letter from Director Hull regarding contracts and who should sign them, a representative from the Board of Trustees or a qualified person at Borough Hall. Bloom moved to have the Borough sign contracts and handle bids for the project. Seconded by Lapin. Motion carried.

## **DIRECTOR'S REPORT**

Lapin moved and Matos-Rowe seconded Director's Report to be adopted as presented. Motion carried.

## **FINANCE REPORT**

### **Bill List**

**Wolfson** 1 item for \$631.22  
Moved to accept by Lapin, seconded by Febre  
Lapin asked what was purchased. Answer: books and many CD's  
Motion carried.

**Hackbarth:** 8 items amounting to \$2,509.83  
Moved to accept by Febre, Seconded by Matos Rowe  
Motion Carried.

**Prestige:** 16 items for \$9,968.78  
Moved to accept by Lapin, seconded by Febre  
Lapin asked about check #10566 that paid for maintenance of the generator and asked if the town should be the entity covering that item.  
All in favor, Motion Carried.

Profit and Loss statements accepted as presented.

Mayor Febre asked Brown to reconsider his decision to resign from the Board of Trustees at the end of his term in December. Brown again declined.

### **COMMITTEE REPORTS**

Review of the meeting with the Hackbarth Foundation and their parameters for an architect and most importantly, the financial parameters.

### **OLD BUSINESS**

The Board suggested a list of repairs and unfinished expenditures for the end of the Library's fiscal year including replacing the piano cover and adding a water cooler to the staff kitchen.

### **NEW BUSINESS**

Brown gave a presentation on his vision of the next phase of the Library renovation.

### **ADJOURNMENT**

Febre moved to adjourn at 8:05, seconded by Matos-Rowe. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 21<sup>st</sup>, 2016 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.

Vice President Lapin called the meeting to order at 6:32

The following were present:

Trustees: L. Lapin, M. Stathis, J. Brown, T. Valentine, Mayor A. Febre

Library Director: Caitlin Hull

Absent: Trustee: H. Bloom, N. Shea, M. Matos-Rowe, Council Liaison M. Gervino,  
School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the November meeting moved by Valentine and seconded by Brown. Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

A letter of resignation from Leala Arnold.

## **DIRECTOR'S REPORT**

Director Hull reported on the Gallery curator replacement process and hopefully we will have the position filled within the month. She also reported on BCCLS and the Rochelle Park library troubles.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 10 items amounting to \$2,793.16  
Moved to accept by Valentine, seconded by Stathis  
Motion carried.



**Prestige:** 18 items for \$13,411.43  
Moved to accept by Stathis, seconded by Febre  
Motion Carried.

Profit and Loss statements accepted as presented.

### **COMMITTEE REPORTS**

Spoke with the architect and will be having another visit to reimagine the space using the new parameters. Some of the original features in the plan can be maintained moving forward.

### **OLD BUSINESS**

No old business.

### **NEW BUSINESS**

Adult programming: The number of programs has been bumped up over the past year and we are expecting the addition of new programming for our adult patrons.

### **ADJOURNMENT**

Febre moved to adjourn at 7:10, seconded by Lapin. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Matthew Stathis, Secretary