

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 18<sup>th</sup>, 2017 in the Hackbarth Auditorium in the Library. The Board of Trustees annual reorganization meeting followed the regular meeting.

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 6:31

The following were present:

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

New Board Member (Not yet sworn in): Ellen Pope

Library Director: Caitlin Hull

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

## **MINUTES**

Motion to accept the Minutes of the December meeting moved by Lapin and seconded by Febre. One correction: Matos-Rove indicated that she was not present at the December meeting. Mistake to be corrected. Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

The Library received a bequest from Jim Lynn in memory of his wife Margaret in the amount of \$17,000. The board will ask the family how it wishes the money to be applied.

## **DIRECTOR'S REPORT**

Accepted as presented.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 11 items amounting to \$1,808.96

Moved to accept by Lapin, seconded by Febre  
Motion carried.

**Prestige:** 18 items for \$15,213.16  
Moved to accept by Febre, seconded by Lapin  
Motion Carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

Waiting to arrange a walk-through with the architect.

## **OLD BUSINESS**

The board discussed the remaining cabinets for the historical room at 15 Park.

## **NEW BUSINESS**

The Board is planning a presentation to John Brown to thank him for his service at the next M&C meeting

The Board will look into a recognition plaque to honor those who have given to the library.

## **ADJOURNMENT**

Stathis moved to adjourn the regular meeting at 7:00 seconded by Lapin. Motion Carried. Meeting Adjourned.

## **REORGANIZATION MEETING**

Director Hull took over the meeting for the election of new officers:

### **Officers**

President: Lapin moved Hal Bloom, seconded by Stathis. Motion Carried

Vice President: Gervino moved Lorraine Lapin, seconded by Shea. Motion Carried

Treasurer: Matos-Rowe moved Matthew Stathis, seconded by Gervino. Motion Carried

Secretary: Lapin moved Tammy Valentine, seconded by Shea. Motion carried

Stathis moved to adjourn at 7:09 and return to regular session, seconded by Lapin.

## **REGULAR SESSION**

Called to order at 7:10 by President Hal Bloom

Resolutions:

- 2016-01** Establish the Annual Schedule of Meetings  
Moved by Lapin, seconded by Febre. Resolution approved.
- 2016-02** Authorize Hours of Operation  
Moved by Stathis, seconded by Lapin. Resolution approved.
- 2016-03** Designate Days Library Will Be Closed.  
Moved by Gervino, seconded by Matos-Rowe. Lapin Abstained. Resolution approved.
- 2016-04** Designate Official Newspapers  
**Our Town**  
**Community News**  
Moved by Stathis, seconded by Shea. Resolution approved.
- 2016-05** Designate Official Depositories  
Community Bank of Bergen County  
Moved by Lapin, seconded by Stathis. Resolution approved.
- 2016-06** Authorize Signatures on Checks
- President of the Board of Trustees
  - Treasurer of the Board of Trustees
  - Vice President of the Board of Trustees
  - Secretary of the Board of Trustees
- Moved by Matos-Rowe, seconded by Gervino. Resolution approved.
- 2016-07** Library Purchasing Agent  
Caitlin Hull, Library Director  
Moved by Shea, seconded by Matos-Rowe. Resolution approved.
- 2016-08** Retain Professional Services without Competitive Bidding  
Attorney  
Auditor  
Moved by Matos-Rowe, seconded by Stathis. Resolution approved.
- 2016-09** Appointing Attorney  
William F. Rupp, Esq. of Winne, Banta, Basralian & Kahn, P.C. at 21 Main Street,  
Hackensack, NJ 07601  
Moved by Lapin, seconded by Matos-Rowe. Resolution approved. Contingent on acceptance  
of last year's fee schedule.
- 2016-10** Appointing Auditor  
VM Associates at 111 Howard Boulevard, Suite 212, Mount Arlington NJ 07856  
Moved by Lapin, seconded by Matos-Rowe. Resolution approved. Contingent on acceptance

of last year's fee schedule.

**2016-11** Establish Petty Cash Accounts

Moved by Stathis, seconded by Shea. Resolution approved.

**2016-12** Maintain Membership in BCCLS

Moved by Stathis, seconded by Shea. Resolution approved.

**2016-13** Authorization to Sign Payroll

Caitlin Hull, Library Director

Moved by Lapin, seconded by Stathis. Resolution approved.

**CLOSED SESSION**

Stathis moved to go into closed session to discuss personnel matters at 7:30, seconded by Febre.

Febre moved to come out of closed session at 7:42, seconded by Shea. No action taken.

**ADJOURNMENT**

Matos -Rowe moved to adjourn at 7:45, seconded by Stathis, motion carried.

Respectfully submitted,

Matthew Stathis, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 15, 2017 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 6:50 PM.

The following were present:

Trustees: L. Lapin, N. Shea, E. Pope, T. Valentine,  
Council Liaison: M. Gervino  
Mayor A. Febre  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matos-Rowe, M. Stathis.  
School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the January meeting moved by Shea and seconded by Lapin. Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

1. A thank you letter from former Trustee John Brown.
2. A letter of praise from patron Dawn Merriweather.
3. A letter of resignation from the evening custodian.

## **DIRECTOR'S REPORT**

Director Hull reported on the most recent staff meeting, splitting the current page position between two (2) employees and a possible Adult First Aid/CPR/AED training for library staff. She also reported on the Hackbarth Foundation's approval of three (3) grants.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 8 items amounting to \$26,845.25  
Moved to accept by Shea, seconded by Valentine.  
Motion carried.

**Prestige:** 11 items for \$5,769.69  
Moved to accept by Shea, seconded by Valentine.  
Motion Carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

Director Hull received two (2) invoices from architects. M. Stathis will provide an update at the next Board of Trustees meeting.

## **OLD BUSINESS**

Director Hull gave an update on the recognition plaques to honor those who have given to the Library.

## **NEW BUSINESS**

- a. Proposed Budget 2017: The proposed budget was moved by Shea, seconded by Pope. Motion carried.
- b. Review of sick time allowance in Personnel Policy:

### **CLOSED SESSION:**

Board Attorney William F. Rupp, Esq. recommended moving to a closed session as per the Open Public Meetings Act.  
Shea moved to close the meeting, Gervino seconded. Motion carried.  
The meeting closed at 7:00 PM.  
Lapin moved to end the closed session, Shea seconded. Motion carried. The closed session ended at 7:45 PM.

- c. Newsletter: As per Mayor Febre, the Town will be publishing a quarterly newsletter including Library events. Funding details still need to be arranged.

## **ADJOURNMENT**

Gervino moved to adjourn at 8:20, seconded by Lapin. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 22<sup>nd</sup> 2017 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 6:35

The following were present:

Trustees: L. Lapin, M. Stathis, M. Matos-Rowe, E. Pope, Mayor A. Febre

Library Director: Caitlin Hull

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

## MINUTES

Motion to accept the Minutes of the February meeting moved by Stathis and seconded by Febre. Motion carried.

## PUBLIC PORTION

No public present

## CORRESPONDENCE

No Correspondence

## DIRECTOR'S REPORT

Besides the normal thorough detailing of the past month's events as well as future events, Director Hull updated the Board on the events and possible ramifications of the imbroglio concerning the Rochelle Park Library. While a judge has stayed the BCCLS action against the library, the affair is far from settled. Accepted as presented.

## FINANCE REPORT

### Bill List

**Hackbarth:** 12 items amounting to \$4,130.95  
Moved to accept by Stathis, seconded by Matos-Rowe  
Motion carried.

**Prestige:** 16 items for \$5,955.43  
Moved to accept by Matos-Rowe, seconded by Lapin  
Motion Carried.

Profit and Loss statements accepted as presented.

### **COMMITTEE REPORTS**

Todd Harvey revisited the library and met with Stathis and Hull and is in the process of reworking the initial plans to make them more cost-efficient.

### **OLD BUSINESS**

Director Hull discussed the Sick Leave policy with the staff.

### **NEW BUSINESS**

The Board discussed how best to honor the \$17,000 bequest in the name of former Maywood Library staffer Margaret Mount. While the family seems to give the Library Board full discretion regarding the use of the funds, several Board members want to utilize the bequest for something lasting that will honor the giver. The materials were sent to the Board attorney for review and advice. Conversation ongoing.

Febre discussed a joint Library/Borough quarterly newsletter that would include many pages of Library scheduling, updates and happenings. The newsletter will include all Borough department happenings that impact Maywood residents and give every household important planning information to ensure all Maywoodians take full advantage of everything the Borough has to offer. Lapin moved and Pope seconded setting aside \$3,500, part of the publication expense, with the Borough to raise the remainder. In a roll call vote, Lapin, Stathis, Matos-Rowe and Pope approved setting aside \$3,500 for the publishing of the inaugural issue, if the Borough decides to go ahead with the project. Febre abstained. Motion carried.

### **ADJOURNMENT**

Stathis moved to adjourn the regular meeting at 8:25 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 April 19, 2017 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 6:30 PM.

The following were present:

Trustees: L. Lapin, E. Pope, M. Stathis, T. Valentine,  
Council Liaison: M. Gervino  
Mayor A. Febre  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matos-Rowe, N. Shea.  
School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the March meeting moved by Pope and seconded by Mayor Febre.  
Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

None.

## **DIRECTOR'S REPORT**

Director Hull reported on the progress of weeding the adult fiction and non-fiction collection, the anticipated schedule for the summer reading program, building issues including elevator repair from flood damage, and BCCLS/Rochelle Park Library update.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 8 items amounting to \$3,419.18  
Moved to accept by Valentine, seconded by Stathis.  
Motion carried.

**Prestige:** 11 items for \$6,261.47  
Moved to accept by Stathis, seconded by Mayor Febre.  
Motion Carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

Per M. Stathis, Todd Harvey will visit the library next week to measure and further assess the space. In addition, he will meet with Caitlyn for input on the design. He will provide sketches shortly following the visit.

## **OLD BUSINESS**

Mayor Febre gave an update of the Town's quarterly newsletter. The first edition should be sent out sometime in June.

## **NEW BUSINESS**

- a. Mayor Febre discussed the idea of having a separate circulating large print best seller collection for the Senior Center and Lydecker. Director Hull will research and provide an update at the next Board of Trustees meeting.
- b. The Hackbarth Semi-Annual meeting will take place on Wednesday, April 26<sup>th</sup>. Director Hull will provide a recap of the meeting to the Board of Trustees.
- c. Mayor Febre discussed the damage to the sidewalk in the front of the building (that crosses the driveway) and the potholes in the parking lot. Said sidewalk damage will be repaired. Potholes in the parking lot will be patched.
- d. Director Hull explained how the Library currently utilizes the Better World Books/Book Drop service. Possible options for expanding the service were discussed. It was decided that no changes to the service will be made at this time.
- e. Director Evaluation forms were distributed. Trustee members need to return the completed forms at the next Board of Trustees meeting.
- f. Director Hull discussed the policy of professional development. It was decided that requests for reimbursement of expenses for conferences and/or meeting attendance will be granted at the discretion of the Director.

## **ADJOURNMENT**

Gervino moved to adjourn at 7:55 PM, seconded by Lapin. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A closed meeting of the Board of Trustees of the Maywood Public Library was held on May 17, 2017 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Open Public Meetings Act, the regular meeting was moved to a closed session to discuss staff evaluations.

The meeting closed at 7:02 PM.

Stathis moved to close the meeting, Shea seconded. Motion carried.

The following were present:

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

Council Liaison: M. Gervino

Mayor A. Febre

Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, E. Pope.

School Superintendent Liaison: G. Kiely

The closed session ended at 7:19 PM. Gervino moved to end the closed session, Lapin seconded. Motion carried.

Respectfully submitted,

Tammy Valentine, Secretary

A closed meeting of the Board of Trustees of the Maywood Public Library was held on June 21, 2017 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Open Public Meetings Act, the regular meeting was moved to a closed session to discuss the evaluation of the Library Director.

The meeting closed at 7:08 PM.

Lapin moved to close the meeting, Stathis seconded. Motion carried.

The following were present:

Trustees: L. Lapin, T. Valentine, M. Matos-Rowe, M. Stathis.

Council Liaison: M. Gervino

The following were absent:

Trustees: H. Bloom, E. Pope, N. Shea.

School Superintendent Liaison: G. Kiely

Mayor A. Febre

The closed session ended at 7:22 PM. Lapin moved to end the closed session, Stathis seconded. Motion carried.

Respectfully submitted,

Tammy Valentine, Secretary

A special meeting of the Board of Trustees of the Maywood Public Library was held on July 26, 2017 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 5:30 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, M. Matos-Rowe.  
Mayor A. Febre  
School Superintendent Liaison: G. Kiely  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, E. Pope, N. Shea.  
Council Liaison: M. Gervino

## **MINUTES**

Motion to accept the Minutes of the June meeting moved by L. Lapin and seconded by T. Valentine. Motion carried.

Motion to accept the Minutes of the July 19<sup>th</sup> meeting moved by L. Lapin and seconded by T. Valentine. Motion carried.

## **PUBLIC PORTION**

No public present.

## **CORRESPONDENCE**

None.

## **DIRECTOR'S REPORT**

Director Hull reported on the summer reading program, adult and youth programs, community outreach and building issues.

## **FINANCE REPORT**

## Bill List

**Hackbarth:** July: 8 items amounting to \$2,337.68.  
Moved to accept by Matos-Rowe, seconded by Stathis.  
Motion carried.

August: 7 items amounting to \$1,509.76.  
Moved to accept by Matos-Rowe, seconded by Stathis.  
Motion carried.

**Prestige:** July: 15 items for amounting to \$6,892.17.  
Moved to accept by Stathis, seconded by Valentine.  
Motion carried.

August: 10 items amounting to \$2,629.60.  
Moved to accept by Matos-Rowe, seconded by Valentine.  
Motion carried.

Profit and Loss statements accepted as presented.

## COMMITTEE REPORTS

Per M. Stathis, Todd Harvey is in the process of collecting data for a presentation to be made to the Board at the September meeting. Prior to the September meeting, M. Stathis will advise the Board of any questions Mr. Harvey might have.

## OLD BUSINESS

- **Museum Pass Policy**

Motion to approve the Museum Pass Policy as edited moved by M. Stathis and seconded by Matos-Rowe. Motion carried.

- **Newsletter**

Tara Grunstra in the Maywood Borough office is still working on the content of the newsletter.

## NEW BUSINESS

Motion to cancel the August meeting moved by M. Stathis and seconded by L. Lapin. All in favor. None opposed. Motion carried.

## ADJOURNMENT

M. Stathis moved to adjourn at 5:55 PM, seconded by L. Lapin. Motion Carried. Meeting Adjourned.

Respectfully submitted,  
Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 20<sup>th</sup> 2017 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.

Treasurer Matthew Stathis called the meeting to order at 6:37

The following were present:

Trustees: M. Stathis, M. Matos-Rowe, E. Pope, N. Shea, Council Liaison M. Gervino

Library Director: Caitlin Hull

Absent: Trustee: H. Bloom, L. Lapin, T. Valentine, Mayor A. Febre, School Superintendent Liaison: G. Kiely

## **MINUTES**

Motion to accept the Minutes of the August meeting moved by Matos-Rowe and seconded by Stathis. Motion carried.

## **PUBLIC PORTION**

No public present

## **CORRESPONDENCE**

Jen Rubino, 7290 W. Devon Ave, Chicago, IL sent a thank you for Cards for Hospital Kids

## **DIRECTOR'S REPORT**

Director Hull updated the Board on several pressing topics:  
Hoopla will be discontinued due to overuse of the streaming service that will render it too expensive should BCCLS continue to provide it.

BCCLS billing will increase as it reworks its formula for member libraries.

Ms. Hull presented the proposed 2018 calendar that needed to be submitted to BCCLS at this time, Election Day was swapped with Columbus Day to align the Library's schedule with Maywood Public School's schedule.

The Library's security guard schedule was outlined and discussed.

Moved to accept by Gervino, seconded by Pope. Accepted as presented.

Proposal to extend the security guard's hours through December 31<sup>st</sup> was moved by Shea and seconded by Matos-Rowe, motion carried.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 11 items amounting to \$2,662.91  
Moved to accept by Matos-Rowe, seconded by Pope  
Motion carried.

**Prestige:** 17 items for \$8,521.20  
Moved to accept by Shea, seconded by Gervino  
Motion Carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

Todd Harvey is due to measure the library.

## **OLD BUSINESS**

No Old Business

## **NEW BUSINESS**

Nadine Shea announced her resignation from the board and told the members that a replacement may have been chosen. The board wished her well and thanked her for her service.

## **ADJOURNMENT**

Matos Rowe moved to adjourn the regular meeting at 7:25 seconded by Shea.  
Motion Carried. Meeting Adjourned.

Respectfully submitted,

Matthew Stathis, Treasurer for Tammy Valentine, Secretary



A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 18, 2017 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 6:35 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, M. Matos-Rowe, E. Engel, E. Pope  
Council Liaison: M. Gervino  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom  
School Superintendent Liaison: G. Kiely  
Mayor Adrian Febre

## **MINUTES**

Motion to accept the Minutes of the September meeting moved by Pope and seconded by Valentine. Motion carried.

## **PUBLIC PORTION**

No public present.

## **CORRESPONDENCE**

Director Hull discussed a patron email complaint regarding the television at the circulation desk.

## **DIRECTOR'S REPORT**

Director Hull reported on BCCLS net plus lender refund, a Trustee professional development opportunity, community outreach, adult and youth programs and the upcoming Construction Bond Act.

## **FINANCE REPORT**

### **Bill List**

**Hackbarth:** 8 items amounting to \$3,289.38

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

**Prestige:** 16 items for \$6,735.78  
Moved to accept by Pope, seconded by Gervino.  
Motion carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

M. Stathis provided an update regarding the library renovation project.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

- Hold Harmless Agreement

The Board approved the Hold Harmless Agreement. A movement to accept the Agreement was made by Stathis and seconded by Valentine. Motion carried.

- Upcoming Hackbarth Meeting

Director Hull discussed the upcoming Hackbarth Meeting to take place on November 2, 2017. The Director reviewed grant applications that would be presented at the meeting.

## **ADJOURNMENT**

Stathis moved to adjourn at 7:19 PM, seconded by Pope. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 15, 2017 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 6:35 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, E. Engel, E. Pope  
Mayor Adrian Febre  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matis-Rowe  
School Superintendent Liaison: G. Kiely  
Council Liaison: M. Gervino

## MINUTES

Motion to accept the Minutes of the October meeting moved by Lapin and seconded by Stathis.  
Motion carried.

## PUBLIC PORTION

No public present.

## CORRESPONDENCE

None.

## DIRECTOR'S REPORT

Director Hull reported on the Hackbarth Foundation meeting held on November 2<sup>nd</sup>, BCCLS' new billing formula, BCCLS' Executive Director search, community outreach efforts and adult and youth programs.

## FINANCE REPORT

### Bill List

**Hackbarth:** 10 items amounting to \$2,675.81

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

Director Hull advised the Board of issues with Awesome Library Services, which hosts the Library's website. Stathis moved to withhold payment pending review of the contract by the Borough Attorney. Seconded by Pope. Motion carried.

**Prestige:** 15 items for \$10,968.80  
Moved to accept by Valentine, seconded by Febre.  
Motion carried.

Profit and Loss statements accepted as presented.

## COMMITTEE REPORTS

- Architect Update:

Per M. Stathis, more definite plans of the project will be provided in January 2018. Director Hull and the Committee will consult with the Borough Clerk regarding the bidding process.

## OLD BUSINESS

- Newsletter:

The Mayor advised that the Town Newsletter will be going out in January 2018.

## NEW BUSINESS

- Hackbarth Meeting Recap:

Director Hull recapped the Hackbarth Meeting that took place on November 2, 2017. A presentation of the layout of the proposed alterations and renovations was given by Christopher Sepp, Beatty Harvey Coco Architects, followed by discussion. More detailed plans will be provided in January 2018.

- Security Guard Contract:

Director Hull discussed the current security guard contract which expires at the end of 2017. She advised that the Library's needs have changed, and offered alternative options for security. Mayor Febre advised that he would inquire about using the Town's Special Police.

## ADJOURNMENT

Pope moved to adjourn at 7:31 PM, seconded by Engel. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 20, 2017 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 6:35 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, E. Engel, E. Pope  
Mayor Adrian Febre  
Council Liaison: M. Gervino  
Library Board Attorney: William F. Rupp, Esq.  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matis-Rowe  
School Superintendent Liaison: G. Kiely

## MINUTES

Motion to accept the minutes of the November meeting moved by Lapin and seconded by Pope.  
Motion carried.

## PUBLIC PORTION

No public present.

## CORRESPONDENCE

None.

## DIRECTOR'S REPORT

Director Hull reported on the approval of three (3) grants by the Hackbarth Foundation, an update on the BCCLS Executive Director search, community outreach efforts and adult and youth programs.

## FINANCE REPORT

### Bill List

**Hackbarth:** 12 items amounting to \$2,947.50

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

**Prestige:** 14 items for \$8,764.58  
Moved to accept by Stathis, seconded by Lapin.  
Motion carried.

Profit and Loss statements accepted as presented.

## COMMITTEE REPORTS

None.

## OLD BUSINESS

a. Security Guards:

Mayor Febre advised that he has been in contact with the Chief of Police regarding using the Town's Special Police for the Library's security needs. The Mayor will provide an update when the details are finalized.

b. Awesome Library Services:

**CLOSED SESSION:**

The Board moved to a closed session as per the Open Public Meetings Act to discuss issues relating to the Library's website, and authorized the Board Attorney, William F. Rupp, Esq., to send a letter to Awesome Library Services regarding service.

Stathis moved to close the meeting, Mayor Febre seconded. Motion carried.

The meeting closed at 7:45 PM.

Stathis moved to end the closed session, Mayor Febre seconded. Motion carried. The closed session ended at 8:10 PM.

## NEW BUSINESS

a. Clerk of the Works:

The Board discussed the necessity of a Clerk of the Works in connection with the renovation project.

b. Renovation Plans:

Christopher Sepp, architect from BHC Architects presented an overview of the plans for the Library renovation. Details and options were discussed.

## ADJOURNMENT

Stathis moved to adjourn at 8:36 PM, seconded by Pope. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary