

A regular meeting of the Board of Trustees of the Maywood Public Library was held on February 21, 2024, 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 6:00 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, E. Pope, E. Engel, N. Council Liaison: J. DeMuro

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Trustees: R. Stuetz

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the January 10, 2024, moved by Pope, seconded by Engel.

Motion carried.

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

(N. Jengo was not present for vote)

Public Portion - none

Friends Report

The Friends’ February meeting was snowed out. It has been rescheduled to the second Monday in March. They wondered if the meeting should be held in the day or in the evening; the overwhelming response was “both”!

April is National Poetry Month. The Friends are planning to invite Maywood Avenue school in the second week of April to celebrate. There were lots of questions: which grade level? Which poem would be read? What about having the students read their own favorite poem? Or their own poem?

Joanne will reach out to the teachers for their suggestions.

Correspondence

- 1) Heidi Bloom Cislo sent a letter thanking Caitlin and the Board for the Grand Opening of the Hal Bloom Young Adult Center.
- 2) Mona Rodriquez sent a letter thanking Caitlin, the staff, and the Board for the hard work during the renovation project.
- 3) We received the NJ State Library Annual Letter.

Director's Report

- 1) The fireplace has been repaired.
- 2) The Grand Opening was very successful! 100 people came on Saturday and 250 came on Sunday.
- 3) We have had a purchase from the Amazon wishlist!
- 4) There has been a general uptick in the number of visitors to the library to look around.
- 6) The library is doing a history project with the Recreation Department: "Share Maywood Memories". We discussed whether people should/could record in the library or on a recording app. Recording in the library would probably require equipment we don't have, but not sure some in the community would be comfortable using an app.
- 7) The computers have been installed upstairs for both kids and adults and downstairs. However, there are some electrical issues (some outlets don't work).
- 8) The office furniture is coming Monday.
- 9) We may need to get blinds for the lower windows. Director Hull will get a quote.

Finance Report

Motion made to pay the Adjustment of 2023 appropriation in the amount of \$23, 783.11 made by Stathis, seconded by Engel. Motion carried.

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

January 2024 Bill List

a) **Prestige:** 22 items amounting to \$13, 391.70

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

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

b) **Hackbarth:** 13 items amounting to \$8, 312.29

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	Yes

c) **Construction:** 5 items amounting to \$244, 492.74

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

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

Payment includes: Audio Video Solutions (16,679.72), Caminiti Associates (1,031.89), Creative Library Concepts (15,355.16), Creative Library Concepts/TMC (6,911.71), and Media Technologies (204,514.26)

Matt asked a question about the P&L What is the \$264 for "Special Collections"? It's for Things and video games.

Committee Reports –

Strategic Plan – there are trainings that Board members can attend. Sabatini attended the first one.

Old Business

Makerspace Policy

Bill Rupp looked at the proposed policy and agreement and made changes to the agreement.

Motion to accept the policy and agreement moved by Stathis, second by Sabatini. Motion carried.

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

Director Hull suggested starting Maker Mondays with supervised use of the space from 6PM until 7:45 PM on alternating weeks to see how it goes.

New Business

1) Director Hull started a t-shirt fundraiser at CustomInk.

The library will share the information on social media.

The library will buy a few totebags to sell in the library.

Motion to start the fundraiser with adult and juvenile t-shirts and totebags made by Jengo, second by Stathis.

Sabatini and Jengo will be on the Fundraising (t-shirt) Committee.

2) Director Hull shared the job description for the Youth Services Temporary Leave position (May – September 2024 / part time). She will post it soon because Danielle will be leaving in early May and there should be some overlap.

3) Director Hull would like to start a World Language Collection.

Paramus has a high-use collection and she feels this is a gap in our services.

70% of students at Maywood schools who speak a second language at home speak Spanish. This information comes from a survey done at the Maywood Schools.

Director Hull suggested a few fiction best-sellers a month.

4) We need to do a new logo design for the library. Does anyone have any names of vendors? We would pay \$300.

Director Hull used a basic design for the Maywoodopoly deed cards, but it needs to be polished.

5) There was a library design contest for the adult card. The board chose the winner and 750 will be ordered.

6) We have a quote for Maker Space stools. The quote is for 8 additional stools so that we can have 4 at each worktable. The makerspace would then contain 4 work tables, 12 stools, 1 computer table, 2 computer chairs, and various equipment.

A motion was made to order 8 additional stools for the Makerspace per the quote from Creative Libraries.

Motion to place the order moved by Sabitini, second by Jengo. Motion carried.

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

7) We have a quote for new audio/visual equipment for the Hackbarth auditorium. We will change out 1 smart TV.

Motion to order a smart TV for \$3202.94 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	Yes

There was a question about whether the TV will fit in the space on the wall. If not, there will be an extra charge for moving the thermostat and adding an outlet.

8) We looked over the revised Children's Policy. We will revisit it next month after it is rewritten in bullet point. Once it is reformatted, we will have Bill Rupp revisit and approve it.

Motion to table discussion of the Children's Policy until next month 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	Yes

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

Respectfully submitted,
Bina Dugan, Secretary