

A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 26, 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 6:01 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, E. Engel, R. Stuetz

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Council Liaison: J. DeMuro

Trustees: N. Jengo

Minutes

Motion to accept the minutes of the May 15, 2024, moved by Sabatini, seconded by Engel.

Motion carried.

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

Public Portion - none

Friends Report

The Friends are categorizing books and boxing them to make space in the room. High school students and interns are helping.

They are thinking of pulling out the most popular summer reads for a pop-up sale.

It was suggested that they have a pop-up sale every week with a different genre - and publicize it on social media to get people into the library.

If we need to clear out space, we can always send books to the vendor to sell them until we are ready for a bigger sale.

Correspondence

There was a patron complaint about not having a railing on both sides of the stairs to the back parking lot.

We have the railing and an estimate for installation. We will discuss this in New Business.

Director's Report

- 1) Summer Reading kick off – already 137 kids have registered
- 2) The Lorraine Lapin Garden has been planted. Director Hull will add painted stones as they are created by patrons.
- 3) Two digital newspapers are now available: Wall Street Journal and NJ Archive
- 4) Director Hull is considering getting a Self Service kiosk for reservations for Museum Passes, the Library of Things, and the catalog. This will be different from the Self Check Out kiosk.

May 2024 Bill List

a) **Prestige:** 23 items amounting to \$14, 416.38

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

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

b) **Hackbarth:** Amended bill list presented at meeting

13 items amounting to \$3599.59

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

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

Committee Reports

1) Construction Committee

Attorney Rupp recommended paying 4 invoices from 2024 in the amount of \$11, 638.90. We are disputing other invoices from 2023.

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

Old Business

Director Hull has received quotes for the carpet, chairs and paint for the renovation of the Trinka room. She will submit invoices to Hackbarth for grants.

She is waiting for an AV quote. The divider is on hold for the moment because it is more involved than expected.

New Business

a) Stathis made a motion to approve Stuetz as the Board Treasurer, seconded by Sabatini. Motion carried.

b) Stathis made a motion to approve a policy for the summer use of the YA space, seconded by Engel. Motion carried.

If the Hal Bloom Young Adult Center (YA) is not in use, adults may use the space during the summer intersession (the day after the last day of school in Maywood through Labor Day).

The YA computers are for the exclusive use of young adults.

Young adults and library programming have priority when using the space.

The Library reserves the right to direct patrons to the appropriate areas of the library.

c) Sabatini made a motion to approve policies for Bereavement and Sharing Leave Time, seconded by Stuetz. Motion carried. Policies attached.

d) Director Hull asked what should be done with Memorial donations to the library. There was discussion of buying books based on the interests of the donor and adding a book plate with the donor's name, which makes sense depending on the amount. Another suggestion was to purchase a book cart and to add a book plate.

e) Stathis made a motion to earmark \$2350 for the cost of installation of the railing on the back stairs plus additional overages, seconded by Sabatini. Motion carried.

f) We will cancel the July meeting and have a meeting on August 7th at 6:00pm. Director Hull cautioned that there may be a need for an emergency meeting in July if something important comes up.

Stathis moved to adjourn at 7:21 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

Bereavement: Bereavement time of up to five (5) days with pay will be allowed for the death of a member of the immediate family. The employee's immediate family shall be defined to include spouse/domestic partner, child, father, mother, brother, sister, mother-in-law, father-in-law, grandmother and grandfather. Additional leave may be granted only with the approval of the Board of Trustees and may be charged as vacation or personal time.

Approved by the Maywood Library Board of Trustees on June 26, 2024.

DONATED LEAVE POLICY

The James and Pauline Hackbarth Free Public Library of Maywood (the Library) recognizes that employees may have a family emergency resulting in a need for additional time off in excess of their paid leave. To address this need, all eligible employees will have the opportunity to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below.

Eligibility

Employees must be employed with the Library for a minimum of 90 days to be eligible to donate and/or receive donated leave.

Guidelines

Employees who would like to make a request to receive donated paid leave from their co-worker must have a situation that meets the following criteria:

Medical emergency – defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee prior to the exhaustion of all paid leave available. Donated leave may also be requested in the event of the loss of an immediate family member. An immediate family member is defined as spouse/domestic partner, child, father, mother, brother, sister, mother-in-law, father-in-law, grandmother and grandfather.

Leave donation will be administered by the Library's Director. The director will be responsible for determining the value of the leave donated and for tracking the donated leave balance. The Library also reserves the right to validate that donated leave is being used for approved purposes. Employees who misuse donated leave maybe be subject to disciplinary action up to and including termination of employment.

Employees wishing to use donated leave must do so in writing. The written request should clearly outline the circumstances support the request for donated leave. Employees requesting leave will receive a written approval, denial, or mediation of the request from the Director and the Board of Trustees.

Donation of Paid Leave

Donation of paid leave is strictly voluntary.

The donation of paid leave is on an hourly basis with regard to the dollar value of the donated or used leave.

Employees cannot borrow against future paid leave to donate.

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