

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 10, 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 6:33 PM.

The following were present:

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

Council Liaison: J. DeMuro

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Trustees: R. Stuetz, N. Jengo

Mayor: R. Bolan

Reorganization

a) Election of Officers

Motion to nominate M. Stathis as President made by Pope, second by Engel. Motion carries.

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

Motion to nominate B. Dugan as Secretary made by Pope, second by Engel. Motion carries.

Motion to nominate E. Pope as Treasurer made by Stathis, second by Engel. Motion carries.

b) 2024 Resolutions

Motion to accept the block of 2024 Resolutions (2024-01 to -14), with the change of meetings to begin at **6PM** on the third Wednesday of the month, made by Stathis, second by Engel. Motion carries.

- 2024-01** Establish the Annual Schedule of Meetings
- 2024-02** Authorize Hours of Operation
- 2024-03** Designate Days Library Will Be Closed.
- 2024-04** Designate Official Newspapers
- 2024-05** Designate Official Depositories
- 2024-06** Authorize Signatures on Checks
- 2024-07** Library Purchasing Agent
- 2024-08** Retain Professional Services without Competitive Bidding
- 2024-09** Appointing Attorney
- 2024-10** Appointing Auditor

- 2024-11 Establish Petty Cash Accounts
- 2024-12 Maintain Membership in BCCLS
- 2024-13 Authorization to Sign Payroll
- 2024-14 Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

c) 2024 Committees

Committee Assignments:

- Strategic Planning: Jengo, Stuetz, Sabatini, Stathis
- Building/ Construction: Stathis, Engel, Pope, DeMuro
- Budget: Pope, Engel, Stathis
- Policy: Dugan, Sabatini, Stuetz
- Advocacy/Public Relations: Dugan, Sabatini, Stuetz
- Technology: Dugan, Jengo

Minutes

Motion to accept the minutes of the December 13, 2023, moved by Stathis, seconded by Engel.

Motion carried.

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

Public Portion – none

Friends Report

The Friends are looking forward to having a space to store donated books now that construction is wrapping up. Most likely this will be space under the stairs or the utility room. We will probably need to get rolling carts to keep the books on for easier access.

Once construction is over, they can accept donations and start monthly book sales. There was also talk of focusing each sale on a particular theme, such as “local authors”.

Correspondence

A book that was borrowed a long time ago – “Who’s on First” - was anonymously returned with an apology and a donation. The borrower cannot be determined because the book doesn’t have a barcode. There was discussion of framing and displaying the letter.

Director’s Report

- 1) We have received the third payment from the State Grant.
- 2) Director Hull will be the speaker at the January 23rd Rotary meeting at 6PM at the Maywood Inn.
- 3) There was a lot of discussion about the use of social media to promote the library and what it offers. One thought was to create a monthly “wish list” of books, possibly on Amazon, to get the community involved.

Finance Report
December 2023 Bill List

a) Prestige: 29 items amounting to \$21, 289.71

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

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

There was a question about whether the Veolia bill is monthly or quarterly. The bill is monthly but the amount was higher on this invoice because it was sent before the payment was received.

b) Hackbarth: 11 items amounting to \$12,392.84

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

The BCCLS bill is quarterly.

c) Motion to accept the Transfer Calculation Form made by Stathis, second by Pope. Motion carried.

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

The Library does not have any funds to return.

d) Motion to authorize Director Hull to spend up to \$600 for bakery items from Maria’s in Saddle Brook for the Grand Opening 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

Committee Reports -

- a) Construction Update
 - there are furniture delays for the built ins, the children’s room tables, and the acoustic wall. The furniture coordinator, Creative Library Concepts is doing what they can to make sure the manufacturer, MediaTech, sends the ‘obviously missing’ pieces and that they are in place in time for the Grand Opening; those pieces should be shipped on Monday and installed on Tuesday and Wednesday.
 - there were mistakes with 2 pieces of furniture from 2 vendors for the Makerspace. Both are fixing the issue with new legs for the tables and chairs.
- b) Grand Opening is all set!
- c) Policy Committee
 - motion to accept the Hal Bloom Young Adult Center Policy made by Stathis, second by Engel. Motion carried.
 - Matt introduced a draft of the Maker Space Policy; we will review and vote on it next month.
- d) Budget Committee

Director Hull went over a few 'highlights' of the 2024 Budget:

-payroll: salary increases of 4% is based on NJLA suggestions and increased hours for 2 employees

-materials: increased \$350/month for print books, \$10,000 for e-content, doubled for 'other' ie video games and Library of Things

-marketing increased to focus on new space and rebranding

Motion to approve the 2024 Budget made by Stathis, second by Pope.

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

There was discussion that the 4% increase in salaries will probably not be sustainable next year, but that after a year of construction with very little interruption of service, it seemed appropriate.

Old Business - none

New Business

Director Hull discussed her goals for 2024, which are aligned with the Committees. Work on a Strategic Plan will be done in 2024.

Stathis moved to adjourn at 8:32 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

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

A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 20, 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 6:05 PM.

The following were present:

Trustees: B. Dugan, A. Sabatini, E. Engel, N. Jengo, R. Stuetz

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

Board Attorney: Bill Rupp

The following were absent:

Trustees: M. Stathis, E. Pope

Mayor: R. Bolan

Council Liaison: J. DeMuro

New Business:

Motion to go out of order for Attorney Rupp to speak first. Motion carried.

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

Director Hull and Attorney Rupp met with the architect to review outstanding and punch list items from the builder.

There are a number of items that the contractor didn't do at all or didn't do as planned. Attorney Rupp sent an updated settlement number for credit due (\$66, 032.66), but they protested and threatened to sue. Attorney Rupp would like to speak with the contractor's attorney and offer a lower settlement number (\$30, 000). That attorney is away until March 21st.

Motion to authorize Attorney Rupp to contact the contractor's attorney to extend an offer of settlement of at least \$30, 000 credit, seconded by Sabatini. Motion carried.

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

The next issue to resolve is the items in the punch list, some of which are relatively minor to do/repair (ex. sloppy tack strips, moving a floor box cover, damaged doors).

However, the cracking and splitting of the wood floor in the amphitheater and the gap between the riser and the backing are essential. The contractor has asked for 5 days to fix the wood but won't say what that fix is.

Payment / resolution is dependent on punchlist items being completed.

Finally, there was discussion of the architect fees, which are significantly higher than originally contracted. The discrepancy stems from the date of “substantial completion” and whether the architect should be charging us hourly since 9/23/2023.

The board agreed that we should ask Peter Caminiti to go over the change orders to see what changes are related to architectural issues and which are related to other issues.

Minutes

Motion to accept the minutes of the February 21, 2024, moved by Jengo, seconded by Engel.

Motion carried.

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

Public Portion - none

Friends Report

The Friends had 2 meetings on the 2nd Monday of March - 2 new people came to the day meeting. There will be another meeting in April on the 2nd Tuesday at 1PM.

April is National Poetry Month. They are considering having an Open Mic Night in the auditorium for people to read their favorite poems. They may also hold a Saturday event for families in the Maker Space - participants could print out and illustrate their favorite poem which could be displayed around the library.

Correspondence - none

Director’s Report

- 1) Wednesday movies (at 11:00am) have been successful. The space holds 25 and the library owns 12 cushions. There was a suggestion to advertise to the Senior Clubs as they may want to attend.
- 2) Danielle joined us to give the kids’ reaction to the renovation. They are so happy that the space was created for them!

Attendance has increased, and kids are staying longer. Their behavior is better, and they are very respectful of the space.

We are hosting 12-20 kids daily: 30-40 4th-6th graders downstairs, 11 7th, 8th graders and some highschoolers, and 3-4 families.

February 2024 Bill List

a) **Prestige:** 21 items amounting to \$13, 010.98

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

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

b) **Hackbarth:** 10 items amounting to \$13, 158.03

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

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

c) **Construction:** 2 items amounting to \$22, 798.86

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

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

Amount includes payments to: BHC Architects LLC (\$19, 185.46) and Krueger International Inc (\$3613.40).

Committee Reports - none

Old Business

1) Motion to adopt the new Children’s Room Policy made by Sabatini, second by Jengo. Motion carried.

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

2) Motion to order 750 library cards with the new design made by Sabatini, second by Jengo. Motion carried.

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

The card will be free if it’s a new membership card and \$3 if it’s a replacement card.

New Business

a) A 2-year-old girl fell and split her lip on a chair. The security video was shared with her family, and they were satisfied it was an accident.

b) The group 1st Amendment Audit is a group of citizens who want to promote transparency in government. They have been challenging libraries’ policy of photo and/or video recording in the library and recording responses.

Because of this, Director Hull (with input from Attorney Rupp) updated the Code of Conduct to include “no photographing or videotaping patrons or staff without their consent”.

Motion to adopt the updated Code of Conduct (with corrections as given to Director Hull) made by Jengo, second by Engel.

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

c) Director Hull got a quote of \$600 from Blinds to Go for blinds for both the door and the window in the director's office.

She also got a quote for blinds for the amphitheater for \$1700. This will be only the lower section and will be both blackout and motorized (with a remote). This quote will be larger if the installation requires scaffolding and electrical.

Motion to authorize Director Hull to pay for the amphitheater blinds up to \$2500 made by Engel, second by Stuetz. Motion carried.

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

Sabatini moved to adjourn at 7:54 PM, seconded by Stuetz. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 17, 2024, in the Trinkka 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 6:02 PM.

The following were present:

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

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Trustees: E. Pope

Mayor: R. Bolan

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the March 20, 2024, moved by Engel, seconded by Stuetz, with the change that Engel called the meeting to order – not Stathis (who was absent).

Motion carried.

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

Public Portion - none

Friends Report

The Friends had a meeting on the 2nd Tuesday of April and they signed up one new member. There are now 6 members.

There will be an Open Mic night on 4/24 @ 6:30.

Also on 4/24 – which is National Friends of the Library Day – adults checking out a book will receive a red tote bag with Friends information.

The next meeting is May 14th @ 1PM.

Correspondence - none

Director’s Report

- 1) The Seed Library has started its 4th year.
- 2) The new temporary children’s librarian has been hired and started working on April 15.
- 3) The library gave out 500 eclipse glasses – and had 100 calls on the day of the eclipse for glasses.

- 4) The kindergarten class will visit next Tuesday.
- 5) Hackbarth is coming next Wednesday for their annual visit. Director Hull will discuss grants for databases, museum passes, and book carts.
- 6) Bill Ervolino is speaking at the library on Saturday.
- 7) \$1000 was raised in the fundraiser.

Stathis asked 3 questions:

- 1) How are Paul and Aaron working out? They are helping with weeding, shelving, and gardening. Patrick will be finished working on May 9th.
- 2) How is the BCCLS website different? It is supposed to be more forgiving with searches.
- 3) Will the TV be installed before March 20th? No, but it should be installed by the 24th (before the Hackbarth visit).

March 2024 Bill List

a) Prestige: 24 items amounting to \$16, 548.07

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

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

b) Hackbarth: 18 items amounting to \$29, 830.67

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

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

This includes the BCCLS quarterly bill and the computer upgrades.

Committee Reports

1) Construction Committee

There are no construction bills at this time.

The construction company’s attorney wants to go to mediation for final payment.

2) Strategy Committee

Sabatini, Stathis, and Director Hull have been attending webinars on *How to Plan the Strategic Plan*.

The next one is April 30th @ 7PM.

Old Business

Logo #2 was chosen as the new logo for the James and Pauline Hackbarth Free Public Library of Maywood.

New Business

a) Mathew Mitchell, Head of Adult Services at Paramus Public Library, has asked Maywood to join the Library IQ group he is organizing.

Library IQ can be used for marketing and developing the collection. For example, we know that only 34% of residents are registered library users. Maybe we could use the Library IQ to target specific neighborhoods for specific library information. As well, we could use information to make decisions

about which books or other materials should be added to the collection – and in which languages.

There is a \$2000 annual fee.

Motion to file a grant application for \$2000 from Hackbarth to pay for the annual fee for Library IQ, and if not approved, to pay for the fee from the Operating Account 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

Stuetz moved to adjourn at 7:09 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 15, 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, E. Pope, N. Jengo

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the April 17, 2024, moved by Engel, seconded by Stuetz.

Motion carried.

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

Public Portion - none

Friends Report - none

Correspondence - none

Director’s Report

1) There were 2 successful adult programs: Earth Day Plants (24 attendees) and Bill Ervolino (78 attendees).

2) The kindergarten visit went well - about 120 children attended.

3) The Hackbarth visit went well.

Stathis asked 3 questions:

1) When will the Our Library video be available? Soon.

2) Was the AC fixed? There have been no problems since the leak.

3) Are we going to hire someone to “clean up” the new logo? The board approved it last month.

March 2024 Bill List

a) Prestige: 20 items amounting to \$10, 068.17

Moved to accept 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

b) Hackbarth: 26 items amounting to \$15, 770.48

Moved to accept 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

c) Renovation: invoice for office furniture amounting to \$24, 506.09

Moved to accept 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

Committee Reports

1) Construction Committee

Attorney Rupp recommended 2 mediators; he is waiting to hear from the construction company attorney.

2) Planning Committee

There is one more training on Creating a Strategic Plan

Old Business

The new library cards based on the winning design have been ordered at a cost of \$1290.00. The design will be put on social media; Director Hull is waiting for a photo with the artist.

New Business

a) Director Hull showed us the presentation that was given to Hackbarth.

They approved some grants and asked for plans for the renovation of the Hackbarth Auditorium, including: new chairs (approximately 125), paint and carpet, an additional tv, LED lighting, and possibly a divider. The chairs should be a poly seat and a poly back. Director Hull will get 2 quotes.

A committee was formed for the renovation project: Director Hull, Sabatini, and Jengo.

b) The Girl Scout Troop asked to post a hand mural in the kids' room

c) Superintendent Appointee Soriano asked if our next meeting will be moved, as it is scheduled for June 19th - Juneteenth. The board agreed to move the meeting to June 26th @ 6PM.

d) Jengo asked if artwork can be left to the board in one's will? Yes!

e) Ellen Pope announced that tonight is her last board meeting. She is now a resident of NY and is no longer eligible to serve on the board. We thank her for her years of service to Maywood and to the Library Board.

Stathis moved to adjourn at 7:03 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

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.

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

A regular meeting of the Board of Trustees of the Maywood Public Library was held on August 7, 2024, 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 6:03 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, N. Jengo, R. Stuetz

Library Director: C. Hull

The following were absent:

Mayor: R. Bolan

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

Minutes

Motion to accept the minutes of the June 26, 2024, moved by Stathis, seconded by Stuetz.

Motion carried.

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

Public Portion -

Samantha Combs sat in on the meeting.

Friends Report

There are 3 bookcases and 2 rollercarts with mostly novels advertising "Summer Sale" and "Good Reads". There will be an announced sale in late September / early October.

Correspondence

There were 2 emails from patrons about use of the space.

The first was from Linda Reppert asking about using the space for a Bereavement Group on Saturday mornings.

The second was from Akash Sathish asking about leading meditation sessions for young adults at the library.

Director's Report

- 1) Amanda has created brochures for the Maker Space, the Library of Things, and the Museum Passes.
- 2) There are over 80 painted garden rocks created by patrons.

- 3) Over 325 kids signed up for Summer Reading.
- 4) July circulation was the highest since “forever”. We broke 5000 physical books borrowed and over 6000 total, including ebooks.
- 5) The BCCLS bill is based on collection size, so Director Hull will continue to weed and purge items from the collection.

June 2024 Bill List

a) **Prestige:** 24 items amounting to \$12, 053.62

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

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

b) **Hackbarth:** 10 items amounting to \$12, 894.83

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

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

July 2024 Bill List

a) **Prestige:** 17 items amounting to \$12, 662.52

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

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

b) **Hackbarth:** 6 items amounting to \$1335.65

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

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

c) Motion to pay Wolfson \$489.27 moved by Sabatini, seconded by Stathis. Motion carried.

This is for items purchased with the classical music bequest.

Sabatini suggested buying albums by Vitamin Quartet, which plays pop songs in a classical style.

d) Motion to pay \$6,788.32 for the renovation project moved by Stathis, seconded by Sabatini. Motion carried.

This is for media technologies and end caps.

There was one comment about the P&L. The library is receiving a lot of request / jobs for copying and printing. We may want to consider increasing our prices. Director Hull will do some research on pricing of Staples, UPS, and other libraries to see how the library’s prices line up.

Committee Reports

1) Construction Committee - nothing to report

2) Strategic Plan Committee – the committee will meet to make decisions about which next steps to take – possibly a few surveys of stakeholders

Old Business - none

New Business

a) Tom and Derga went above and beyond with the shop vac during the recent flooding from the remnants of the hurricane.

There was flooding in the Hackbarth auditorium and the computer section of the new space. Landscaping is not running the correct way.

DPW fixed the leader that was running into the stairwell, cleaned out the gutters, and cut back a tree.

Two possible fixes for the leak in the Hackbarth auditorium are either ordering a leak-proof door for \$15,000 or buying an awning to prevent water from getting into the stairwell. Director Hull will look into the price of an awning.

Sabatini moved to adjourn at 6:51 PM, seconded by Stathis. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees
Regular Meeting, Sept. 18, 2024

A regular meeting of the Board of Trustees of the Maywood Public Library was held on September 18, 2024, in the Hackbarth Auditorium of the James and Pauline Hackbarth Free Public Library of Maywood.

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 6:10 PM.

The following were present:

Trustees: M. Stathis, E. Engel, R. Steutz, A. Sabatini, N. Jengo, K. Smith
Library Director: Caitlin Hull
Council Liaison: J. DeMuro
Superintendent Appointee: Lynn Soriano
Lawyer for the Library: William Rupp

The following were absent:

Trustee: B. Dugan
Mayor: R. Bolan

Minutes

Motion to accept the minutes of the August 7, 2024 meeting moved by Stathis, seconded by Steutz

All in favor. Motion carried.

Public Portion

None

Correspondence - None

Director's Report

1. Successful Summer Reading Program with over 100 children participating.
2. Library will offer spider plants at the Green Fair in the Park to entice new membership and advertise the various programs offered by the library.

3. BCCLS Passport Program was discussed where participants visit other libraries to acquire a passport stamp and enter a raffle.
4. New chairs arrived
5. Painting is scheduled for Sept. 20 for the auditorium
6. Carpet for the auditorium is scheduled to arrive in November
7. Sublimation printer will be added to the Maker Space

Finance Report,

Bill List for August 2024

Hackbarth: 13 items amounting to \$34,192.39.

Moved to accept by Sabatini, seconded by Smith.

All in favor. Motion carried.

Prestige: 24 items amounting to \$11,749.13.

Moved to accept by Sabatini, seconded by Steutz.

All in favor. Motion carried.

Construction: 1 item amounting to \$1,031.89

Moved to accept by Sabatini, seconded by Smith.

All in favor. Motion carried.

Motion was made by Stathis to to hold funds payable to Caminiti Associates up to \$1,031.89. Seconded by Steutz. All in favor. Motion carried.

Motion to approve up to \$3,900 for trim work by NJ General Construction, moved by Sabatini, seconded by Smith. All in favor. Motion carried.

Profit and Loss statements accepted as presented.

Construction Report

Lawyer, William Rupp, took over the meeting to discuss further the claim by the construction company. According to Rupp the parties concerned have been unable to sit down and discuss the situation. Architect has not responded to any calls or emails. The architect also has a claim for additional work beyond the base contract and delays to changes in the original architectural plan. The architect will reduce the remainder of the claim to \$32,000. Rupp advised to settle the claim with the provision that the architect helps to settle the construction claim. The settlement will be paid subject to the completion of the punch list. The major problem to be fixed is the wood on the stadium stairs/seats.

There has been no response from the construction company to resolve this issue. All sides need to discuss and come to an agreement on the claims (payment and reduction) in order to move on the punch list. Stathis will contact the architect and discuss the situation again. There is a remainder of \$124,00.00 in the construction fund and \$50,000.00 in the capital fund. The Hackbarth Foundation is aware of the situation

Committee Reports - None

Old Business - None

New Business

-Director Hull will draft a letter to MAS students and parents introducing the new Young Adult Center. The letter will be distributed in school.

-The gates of the library will continue to be locked from 2:30-3:15 each school day. On early dismissal days the gates will be locked one half hour prior to dismissal. A sign will be attached to the gates indicating the phone number to be called if a handicapped person needs to enter the parking lot. However, closing of the gates will be delayed until the front gate post is replaced by the DPW.

- Stathis made a motion to change the meeting time of the Library Board to 6:15 on the following meeting days: October 16, November 20, and December 18. Stuetz seconded the motion. All in favor. Motion passed

Stathis moved to adjourn at 7:21PM, seconded by Engel. All in favor. Motion carried.

Respectfully submitted,
Eileen Engel, Vice-President

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 16, 2024, 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 6:17 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, N. Jengo, R. Stuetz, K. Smith

Library Director: C. Hull

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Minutes

Motion to accept the minutes of the September 18, 2024, moved by Stathis, seconded by Stuetz.

Motion carried.

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

Public Portion - none

Friends Report

There is a Pop Up Sale with 7 carts of books.

The library will participate in the Town Wide Yard Sale on Saturday from 10-4.

Joanne attended a zoom meeting about Banned Books. The number of challenges are decreasing. The advice of the presenters was that if someone requests a ban "Listen, don't Tell".

There will be a Cabbage Night Spooky Reading at the Library at 6:30 on October 30.

Correspondence - none

Director's Report

- 1) The new carpet is in the Hackbarth Auditorium
- 2) The mariachi concert had 25 attendees.
- 3) The BCCLS bill has gone up a little.
- 4) During the Fall Festival / Arts Fair / Green Fair, the library gave away plants.

5) The library will hold a fundraiser from 11/4-11/25 with blankets, socks, zip up sweatshirts, and crewneck t-shirts.

Stathis asked 2 questions:

1) How is after school attendance? There are approximately 40-50 kids that come after school. There are fewer highschoolers; when they do come, they arrive later.

2) What's happening with the DPW and the drains? The DPW cleaned out the drain with suction. They will also widen the drain to prevent backups. The gutters will need to be cleaned after the leaves fall and before it freezes.

September 2024 Bill List

a) Prestige: 24 items amounting to \$17,612.94

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

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

b) Hackbarth: 9 items amounting to \$36,099.08

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

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

Committee Reports - none

Old Business

Motion to approve a payment of no more than \$27, 276.66 to be paid to BHC architects once invoice is received made by Stathis, seconded by Jengo. Motion carried.

New Business

Closed session from 6:37-7:15. Soriano left at 6:47. Smith left at 7:05.

Motion to permanently ban patron caught committing theft of staff belongings from Maywood Library premises (building and grounds) for violating the library's Code of Conduct policy made by Stathis, seconded by Sabatini. Motion carried.

The Policy Committee should update the Code of Conduct to include repercussions and consequences of violating the policy.

Stathis moved to adjourn at 7:20 PM, seconded by Jengo. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

Meeting, November 20, 2024

A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 20, 2024, 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 6:16 PM.

The following were present:

Trustees: M. Stathis, N. Jengo, R. Stuetz, K.Smith, E. Engel, A. Sabatini

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Council Liaison: J. DeMuro

Trustees B. Dugan,

Minutes

Motion to accept the minutes of the October 16, 2024, moved by Stathis, seconded by Stuetz.

Motion carried.

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

Public Portion - None

Friends Report

The Friends participated in the town wide yard sale by setting up shop at the rear entrance of the library with three carts of books and costume jewelry. There were many people happy to see the Friends as an active group once again and there was lots of good will expressed. Several expressed interest in participating in some way.

There was a Friends meeting and we gained a new Friend

There were 12 participants at the Cabbage Night Spooky Reading event on October 30th.

Correspondence - None

Director’s Report

The end cap activity panels from the furniture company were installed in the children’s library at the ends of the rows of shelves and they seem to be a hit with the children.

A patron has lent the library pieces from his extensive Wizard of Oz memorabilia collection for the case near the front entrance. The collection contains books and other objects in coordination with the release of the film, Wicked.

The library has gone live with a new WiFi network hosted by BCCLS and it promises
 The 2025 BCCLS budget was passed

October 2024 Bill List

a) Prestige: 21 items amounting to \$16,614.85

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

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

b) Hackbarth: 8 items amounting to \$2,053.59

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

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

c) Construction: 1 item amounting to \$116, 264.42 (See Committee Report)

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

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

Committee Reports -

Building/Construction:

The Library, Director, Board President, Architect, and Attorney met with the principal, project manager, and attorney from M&M Construction to negotiate final closeout terms remaining for the YA/Children’s room renovation.

The final remaining amount billed by M&M was \$136,264.42 with several outstanding punch list items to be completed including bleacher seat checking (cracking) and the question of the incomplete floor tiles in the circulation area, among others.

The Library negotiated a credit for \$20,000 that includes forgoing all punch list items, which will be completed by the Library through their own vendors.

The final negotiated balance of \$116,264.42 was explained to the Board of Trustees and approved as the final amount to be paid. The majority will come from the Hackbarth grant and the approximately \$20,000.00 shortfall will be added from the Library’s Capital Fund.

Motion Carried.

Old Business

None

New Business

2025 Christmas and New Year’s Eve closing was discussed as well as the 2025 Holiday calendar the the Library must submit to BCCLS. The Library will be closed both Christmas Eve and New Year’s Eve this year and in 2025.

Motion to approve the calendar by Stathis and seconded by Engel. Motion Carries

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

Friend Helene Trinko-Faustini suggested refreshing the books in the Senior Center Library. Approved without vote.

Suggestions for the next phase construction included:

- Trinka Room renovation
- Rear building facade
- Downstairs bathrooms
- Awnings over stairs
- Exterior stairway concrete repairs
- Basement window well covers
- Gallery wall exposed brick
- Hallway paint and refresh

The tech office needs extra storage. New cabinets will cost \$5,819.84

Motion to purchase and install new Tech Services cabinetry by Stathis, seconded by Engel. Motion Carried

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

Hackbarth Auditorium Monitor

Ms. Hull brought to the Board's attention that the smart board was removed from the left wall of the auditorium and we need a new monitor to complete the space. New monitors run from \$1,450 - \$1,697 and we are hoping to get a discount vis a vis holiday sale pricing. A grant from the Hackbarth Foundation will cover the installation. Motion to earmark \$1,700 to purchase a new monitor moved by Sabatini and seconded by Smith. Motion Carried

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

Stathis moved to adjourn at 7:0 PM, seconded by Engel. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Matthew Stathis, President

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 11, 2024, 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 6:22 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, A. Sabatini, N. Jengo, R. Stuetz, K. Smith

Library Director: C. Hull

Council Liaison: J. DeMuro

The following were absent:

Mayor: R. Bolan

Trustees: A. Sabatini, E. Engel

Superintendent Appointee: Lynn Soriano

Minutes

Motion to accept the minutes of the November 20, 2024, moved by Stuetz, seconded by Jengo.

Motion carried.

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

Public Portion - none

Friends Report

In October, there was an Open Mic on a Friday afternoon.

This will continue once a month with a theme.

January 24th @ 2:30pm will be "New Beginnings"

**Motion to go out of order made by Stathis, seconded by Smith.
(Capital Plan, Finance, New Business, Audit)**

Correspondence - none

Director's Report

- 1) The kids did an Apple Pie DIY.
- 2) BCCLS received a \$225,000 grant from the County. We will receive \$3629 from that.
- 3) The bathroom locks were replaced and are now "key free".
- 4) A new Maker Space cabinet was installed.
- 5) On Mondays, there will be a "Make a Gift" event.

November 2024 Bill List

a) Prestige: 18 items amounting to \$12,383.06

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

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

b) Hackbarth: 11 items amounting to \$24,449.41

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

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

c) Construction: 1 item amounting to \$116,264.42

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

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

Committee Reports - none

Old Business

Motion to accept the Audit made by Stathis, seconded by Smith. Motion carried.

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

The audit contained no notes for improvement or comments from the auditor.

New Business

a) Motion to send a letter to the school and parents about appropriate/safe behavior in the parking lot made by Stuetz, seconded by Smith. Motion carried.

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

b) Director Hull gave an update on the Hackbarth meeting.

c) Motion to accept the Capital Plan for 2025 made by Stuetz, seconded by Jengo. Motion carried.

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

The Capital Plan includes lower-level floors, Trinka renovation, elevator improvement, and exterior repairs

d) We discussed the next phase of construction.

e) Motion to transfer \$20,00 from the Capital account to the Hackbarth account made by Stathis, seconded by Dugan. Motion carried.

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

f) There will be a Pop-Up Shop of items remaining from the fundraiser.

Stathis moved to adjourn at 7:03 PM, seconded by Stuetz. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary