

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 15, 2025, 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 6:18 PM.

The following were present:

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

Library Director: C. Hull

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Reorganization

a) Election of Officers

Motion to nominate M. Stathis as President made by Stuetz, second by Jengo. Motion carries.

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

Motion to nominate B. Dugan as Secretary made by Stathis, second by Jengo. Motion carries.

Motion to nominate R. Stuetz as Treasurer made by Stathis, second by Sabatini. Motion carries.

b) 2025 Committees

Committee Assignments:

Strategy - Jengo, Stuetz, Sabatini

Building/Construction - Engel, DeMuro

Budget - Stuetz, Engel

Advocacy/ PR - Dugan, Sabatini, Smith, Hull

Technology - Dugan, Jengo

Policy - Dugan, Stuetz, Sabatini

c) 2025 Resolutions

Motion to accept the block of 2025 Resolutions (2024-01 to -14) made by Stathis, second by Sabatini.

Motion carries.

- 2025-01 Establish the Annual Schedule of Meetings
- 2025-02 Authorize Hours of Operation
- 2025-03 Designate Days Library Will Be Closed.
- 2025-04 Designate Official Newspapers
- 2025-05 Designate Official Depositories
- 2025-06 Authorize Signatures on Checks
- 2025-07 Library Purchasing Agent
- 2025-08 Retain Professional Services without Competitive Bidding
- 2025-09 Appointing Attorney
- 2025-10 Appointing Auditor
- 2025-11 Establish Petty Cash Accounts
- 2025-12 Maintain Membership in BCCLS
- 2025-13 Authorization to Sign Payroll
- 2025-14 Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

Minutes

Motion to accept the minutes of the December 11, 2024, meeting – with 2 corrections - moved by Stathis, seconded by Jengo. The corrections are: Sabatini was absent (she was marked as both present and absent) and the amount transferred from the Capital account was \$20,000 (not \$20).

Motion carried.

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

Public Portion - none

Friends Report

- 1) At the January 14, 2025, meeting, there were 7 attendees and 2 people expressed interest in joining but were unable to attend. The Friends would like to add a “social component” to their meetings (which are held the 2nd Tuesday of the month at 1:00)
- 2) There will be an Open Mic on January 24th at 2:00

Correspondence - none

c) Motion to add two new positions moved by Stathis, seconded by Sabatini. Motion carried.

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

These positions include hiring a new person for Sundays @ \$16/hour and a professional Public Relations person @ \$25 / hour (15 hours / week).

d) Motion to purchase new computers for the Makerspace moved by Smith, seconded by Sabatini. Motion carried.

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

Director Hull will buy a MacBook desktop and a MacBook laptop – these are a good addition because there are no other Mac products in the library and a lot of creative software works best on Macs.

e) Director Hull would like to have an ice cream truck and close the back parking lot for the Summer Reading Kickoff. Everyone agreed it is an excellent idea.

DeMuro commends Director Hull for a very thorough Capital Plan for the physical building of the library.

Dugan moved to adjourn at 8:15 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 19, 2025, 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 6:27 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Engel, N. Jengo (virtual), K. Smith

Library Director: C. Hull

The following were absent:

Mayor: R. Bolan

Trustees: A. Sabatini, R. Stuetz

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

Minutes

Motion to accept the minutes of the January 15, 2025, meeting moved by Stathis, seconded by Smith. Motion carried.

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

Public Portion - none

Friends Report

- 1) There were 11 people at the Open Mic (theme: Love) on January 24th at 2:00. Music was provided by David on the piano.
- 2) The March 12th theme will be Irish / Green / St. Patrick’s Day. There will be a bagpiper.
- 3) The April event will be on the 9th.
- 4) The Friends will participate in the Maywood Garage Sale in May.

Correspondence - none

Director’s Report

- 1) The library has been open on Sundays for a few weeks.
- 2) The new hire is onboard and will be working on Sundays with one other rotating staff member.
- 3) The front facing displays are very popular, thanks in part to the interesting design.
- 4) About 25 kids attended the bilingual (Spanish/English) storytime.
- 5) The Rotary room is all cleaned out and is ready to be used as a quiet study room.
- 6) Director Hull will send a letter to all Trustees to personalize and mail in for the Hackbarth nomination for the Maywood Hall of Fame.

Matt asked about Hoopla and the AI generated content. It is hard to verify if information is true or not true. BCCLS has reached out to Hoopla about its concerns; Hoopla was receptive to the concerns and is looking into how to filter information.

January 2025 Bill List

a) Prestige: 18 items amounting to \$11,769.29

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

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

b) Hackbarth: 17 items amounting to \$9,464.10

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

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

Committee Reports - none

Old Business - none

New Business

a) Motion to put out an RFP for the next phase of construction of the lower level of the library, moved by Smith, seconded by Stathis. Motion carried.

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

b) Motion to hire Main Lock to install keyless locks for the Technical Processing Office moved by Stathis, seconded by Smith. Motion carried.

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

c) BCCLS has issued a Value Report, which includes interesting and helpful information about what our dues bring back to the library.

Director Hull mentioned that there will be a session on Trustee Law @ the Maywood Library on May 7th from 6:30-8:00. This will count toward the (not yet approved) requirement for all trustees to complete 2 hours of training each year (as opposed to the current 7 hours required for the entire Board).

Stathis moved to adjourn at 7:10PM, seconded by Smith. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary

b) Hackbarth: 10 items amounting to \$2, 519.12

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

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

Committee Reports - none

Old Business - none

New Business

- a) Jengo said that Lydecker has the ability to make donations, so if there are projects the library wants funded, the library can apply.
- b) The library will be a polling place starting in June. Voters who used to vote at Memorial School / the Fire station will now be voting at the library.

Engel moved to adjourn at 6:45PM, seconded by Jengo. 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 16, 2025, 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 6:19 PM.

The following were present:

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

Superintendent Appointee: L. Soriano

Library Director: C. Hull

The following were absent:

Mayor: R. Bolan

Trustees: B. Dugan, N. Jengo

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the March 19, 2025, meeting moved by Stuetz, seconded by Sabatini. Motion carried.

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

Public Portion - none

Friends Report

The Friends provided an update on their upcoming book sale which will be part of the Town Wide Garage Sale.

Correspondence - none

Director’s Report

- 1) National Library week was from April 6 through April 12. The library celebrated with book displays and a raffle to win some library swag.
- 2) The collections were rearranged in the adult area to allow for better browsability and more front facing displays. The Great Courses were relocated to the upper shelves of the non-fiction collection and audiobooks were moved to the lower shelves near the rear of the adult area.
- 3) The 3D printing program with Toys in Box was a big success. There was a children’s program in the afternoon and an adult program in the evening. At both events, participants made 3D printed keychains. The adults were even more excited about the program than the children.
- 4) James and Pauline Hackbarth and the Hackbarth Foundtion were selected for induction into the Maywood Hall of Fame. A ceremony will take place on April 28 at the Maywood Senior Center.
- 5) The new cabinets were installed in the Tech Services office.

March 2025 Bill List

a) Prestige: 24 items amounting to \$13,128.79

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

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

b) Hackbarth: 26 items amounting to \$26,168.54

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

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

c) Motion to transfer \$726.53 from Library’s Capital account to the Hackbarth renovation fund in order to pay outstanding architect bills made by Stathis, seconded by Engel. Motion carried.

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

Construction: 1 item amounting to \$2,030.39

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

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

Committee Reports - none

Old Business

a) Director Hull discussed changes that need to be made to the approved 2025 operating budget due to the Borough no longer paying for medical benefits for the two full-time employees. A revised budget will be presented at the next meeting for vote.

b) Director Hull discussed proposed changes to summer hours: changing Sunday closures to July and August only (rather than from Memorial Day through Labor Day).
Motion made by Stathis, seconded by Stuetz. Motion carried.

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

c) There was discussion about what to do regarding the amphitheater stairs. Director Hull shared the recommendation from the Creative Library staff to consult a wood flooring vendor. Sabatini had someone to call to ask for recommendations.

New Business

- a) The Library will provide the refreshments for the Hall of Fame event. The order was discussed. M. Stathis will speak on behalf of the library at the event.
- b) Grant requests for the upcoming Hackbarth Foundation meeting were discussed. Director Hull will submit grant requests for marketing and streaming services, as discussed.
- c) The makerspace policy was reviewed and discussed. Patrons are submitting requests for items to be made for them. The policy already indicates that the Makerspace is for self-guided activity, so no changes to policy are required at this time.

Stuetz moved to adjourn at 7:13PM, seconded by Stathis. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Caitlin Hull, Library Director

A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 21, 2025, 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, E. Engel, N. Jengo (arrived after Minutes vote), R. Stuetz, A. Sabatini
- Library Director: C. Hull
- Superintendent Appointee: Lynn Soriano

The following were absent:

- Mayor: R. Bolan
- Trustees: K. Smith
- Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the April 16, 2025, meeting moved by Stuetz, seconded by Engel. Motion carried.

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

Public Portion - none

Friends Report

The Friends sold about 150 books (mostly novels) during the Town Wide Garage Sale.

Correspondence

A patron wrote an email saying they enjoyed the Mobility Club and hope it continues.

Director’s Report

- 1) Director Hull and a number of Trustees attended the Maywood Hall of Fame celebration for James and Pauline Hackensack and 2 others.
- 2) The library has created an Arbor Day tree in the library for patrons to add leaves to.
- 3) The library has signed up for Book Flix and Freegal.
- 4) The Foundation meeting was a phone call after the flights of the expected Hackbarth attended were canceled.
- 5) Election equipment will be delivered soon for the Primary on June 10th.
- 6) The library has ordered a resin printer.
- 7) Director Hull would like to join the Library Speaker Consortium.

- 2) Motion to join the Library Speakers Consortium moved by Stathis, seconded by Sabatini. Motion carried.

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

The \$2500 annual fee will be covered by the Hackbarth Foundation.

- 3) Jengo suggested that all poems submitted to the Parade Committee be displayed at the library.
- 4) Motion to move the meeting to closed session to discuss staffing moved by Stathis, seconded by Engel. Motion carried.

Sabatini moved to adjourn at 8:05PM, 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 June 18, 2025, 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, E. Engel, R. Stuetz, A. Sabatini, K. Smith,

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Trustees: N. Jengo

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the May 21 2025, meeting moved by Stathis, seconded by Sabatini.
Motion carried.

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

Public Portion - none

Friends Report

Correspondence

Director's Report

- 1) Live Author Talks have begun! The first was online, but future talks will have watch parties in the Amphitheater.
- 2) Summer Reading kicked off on Sunday for kids and adults.
- 3) Wagon Watch has begun. Look for #wagonwatch on Facebook and Instagram. There will be announced and unannounced visits at community events like the Summer Concerts, National Night Out, Maywood Market, the Post Office, and the Maywood Pool.
- 4) The Auditorium was used as a polling station. There were about 400 voters. A few came upstairs to get library cards.
- 5) The self-service print release terminal is running for adult computers but still needs to be configured for children and YA computers.
- 6) AT&T text message alerts are no longer supported. The library uses this to alert patrons to a book on hold being available and reminders about upcoming due dates.

- ILS offers a service for text alerts for a fee. In 2026, this will be included in our BCCLS fee.
- 7) The BCCLS bill will be higher in 2026 because of underbudgeted service of vehicles and mischaracterization of expenses that will need to be recouped.
- 8) Amanda has made a number of different bookmarks. Each patron is given one at checkout.

May 2025 Bill List

a) Prestige: 20 items amounting to \$77, 796.74

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

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

b) Hackbarth: 22 items amounting to \$35, 391.06

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

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

Committee Reports -

Strategic Planning Committee needs to meet ASAP.

Old Business

The executive board needs to meet at the bank to add Stuetz (Treasurer) as a signer for checks. June 30 @ 2PM works for everyone.

New Business

There will be no meeting in July as it will be hard to have a quorum. Instead, we will meet on August 20th at 5PM.

Smith moved to adjourn at 6:45PM, 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 August 20, 2025, 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 5:02 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, R. Stuetz, A. Sabatini (on phone), N. Jengo

Library Director: C. Hull

Superintendent Appointee: Lynn Soriano

The following were absent:

Mayor: R. Bolan

Trustees: E. Engel, K. Smith

Council Liaison: J. DeMuro

Minutes

Motion to accept the minutes of the June 18, 2025, meeting moved by Jengo, seconded by Stathis.
Motion carried.

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

Public Portion - none

Friends Report

There were no Friends meetings in summer.

They will continue to support the programs at the library in any way they can, including advertising on social media, putting flyers at the Senior/Rec Center, and emailing/calling people directly. They have had many people offer to play the piano. Maybe we could invite the seniors to a concert? They will pick a day/time that doesn't conflict with students in the Auditorium.

B. Parodi will host an event on November 6th in the afternoon honoring veterans from Maywood.

The Friends want to hold more frequent book sales but struggle to get enough volunteers to staff the event. Dugan suggested letting the Board know when the sale is planned - members may want to volunteer.

Correspondence

Director Hull received a letter of resignation from Mary Pyskaty, the cataloguer. She has worked at the library since 1981. There will be a breakfast on Tuesday, August 26th at 9:00 - Mrs. Pyskaty's last day.

Director's Report

- 1) Wagon Watch has been out all summer. There will be a raffle for a prize for an adult and a child each after the last summer concert (will check when the August 20th concert is rescheduled).
- 2) Amanda and Danielle have created Reader Advisory Guides for adults ("If you like this, try this") and kids (by grade level).
- 3) The library has been really busy this summer! They've had great reading programs and 2 very well attended events - Unique Creatures (100 people) and Majic Show (60 people).
- 4) Adi has been recording a podcast all summer. The first season will be out in September.
- 5) Once Fall semester begins, the library has some cool giveaways: a QR code for the podcast, Croc charms, and new keychains with the logo.

June 2025 Bill List

a) Prestige: 21 items amounting to \$13, 775.53

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

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

b) Hackbarth: 10 items amounting to \$6, 165.91

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

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

July 2025 Bill List

a) Prestige: 16 items amounting to \$9, 215.53

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

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

b) Hackbarth: 10 items amounting to \$4, 375.28

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

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

c) Wolfson: 1 item amounting to \$233.64

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

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

Committee Reports -

Strategic Plan Committee will meet after the September Board meeting.

Old Business

Building Committee: We looked at the new drawings by the architect for the lowel level renovation. Motion to accept the plans as is and tell Chris to proceed by Stathis, seconded by Stuetz. Motion carried.

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

New Business

a) Motion to establish and maintain a Fidelity investment account to receive the proceeds from Margaret M. Lynn by Stathis, seconded by Stuetz. Motion carried.

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

b) Motion to accept Back-to-School procedure by Stathis, seconded by Jengo. Motion carried.

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

c) The board agreed that the Back-to-School letters were appropriate and should be sent out.

d) Motion to accept the quote for flooring for the front lobby and circulation desk area if approved by Hackbarth or to pay using Capital funds by Stathis, seconded by Dugan. Motion carried.

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

e) Motion to accept the paint quote for the adult section and front lobby by Stathis, seconded by Jengo. Motion carried.

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

f) Director Hull showed us samples of chairs for the adult section. The discussion was tabled until a quote is received.

g) The discussion of a quote for the office renovation was tabled the plans are provided by CLC.

h) Director Hull showed us online samples of stair treads. There is no formal quote yet, but it will be about \$6000-6500. Discussion was tabled as the board would like to see physical samples.

Stathis moved to adjourn at 6:18PM, seconded by Jengo. 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 September 17, 2025, 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 6:18 PM.

The following were present:

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

Library Director: C. Hull

Council Liaison: J. DeMuro

The following were absent:

Mayor: R. Bolan

Superintendent Appointee: Lynn Soriano

Trustees: B. Dugan

Members of the Public: Councilwoman Flynn

Minutes

Motion to accept the minutes of the August 20, 2025, meeting moved by Engel, seconded by Stathis. Motion carried.

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

Public Portion - none

Friends Report

Joanne Lyons gave a brief Friends report

- The meeting the previous Tuesday had 11 people (twice as many as previous meetings)
- She gave an overview of an interaction she had with a potential member over the phone
- Discussed the idea of continuing the Open Mic nights and even creating an anthology

Correspondence

Director Hull received a letter of resignation from Jennifer Harrison. Her date of retirement will be December 1.

Director’s Report

Director Hull provided some highlights from the month including:

1. We had a very a successful summer reading program and wagon watch campaign
2. Approval of Hackbarth Foundation grants for new flooring, painting, and chairs on the upper level
3. Plans for participation in the upcoming Borough Green Fair, to include free giveaways and promotion of our services.

4. Plans for the library to reach new users during September, which is Library Card Sign-Up month.

Although the podcast is not ready for release, it was asked if Addie might be able to have a teaser episode ready for the Fall Festival.

Bill Rupp could review the vendor form for the website.

August 2025 Bill List

- a) Prestige: 16 items amounting to \$17,163.03

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

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

- b) Hackbarth: 14 items amounting to \$8,458.12

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

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

Committee Reports -

Director Hull provided update received from architect Chris Sepp: their office is working on finalizing the drawing and reaching out the engineer for quote to finalize their proposal.

Old Business

Approval to purchase 8 new adult room chairs using funds granted by the Hackbarth Foundation.

Moved by Stathis, seconded by Smith. Motion carried.

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

There was a discussion about the stair treads. Even though a grant has been awarded for this project, it was decided that it would probably be best to fold it into the larger renovation project of the lower level.

Director Hull gave an update about the Fidelity bequest. She went with attorney Rupp to the Fidelity office in Paramus to hand deliver the paperwork. We should hear in the next few days if any more information is needed.

New Business

- a) Motion to purchase a room divider for use in the Hackbarth Auditorium in the amount of up to \$3,000.

Moved by Stathis, seconded by Engel. Motion carried.

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

b) Motion to accept and adopt the Borough's resolution regarding restricted spaces, including within the library.

Moved by Stathis, seconded by Sabatini. Motion carried.

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

c) Microgrid Feasibility Study – Councilmembers Flynn and DeMuro provided information about a microgrid feasibility study that the Borough had recently conducted through a grant program. The proposal would place solar panels over the library parking lot and would set the library up to be a community emergency center. The council members asked the Board members to send them any questions. More research will be need to be done, including finding funding opportunities. The Library Board indicated that they are open to the idea and will entertain future discussions with the Borough.

d) Motion to accept the resolution turning over furniture and other property to the Borough for disposal/auction.

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	

e) Motion to register for the FacilitySight service through BCCLS, with sensors placed at both the front and rear doors.

Moved by Stathis, seconded by Engel. Motion carried.

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

f) Director Hull shared the floor plan of the proposed circulation office renovation, put together by Creative Library Concepts. She will put together a grant request to submit to the Foundation.

g) Director Hull provided some updates to staffing, given the recent and pending retirements. Hillary Tingle-Wright has been hired as a new library assistant and will be here Monday through Wednesday mornings. Azadeh Farahat, who was initially hired as the Sunday library assistant, will take on additional hours to take on linking and also staff the Makerspace on Saturdays so it can be open to the public. Irma DeMaio will add a few more hours in order to keep up with processing.

h) Sabatini proposed the idea of having an open piano play program. Everyone agreed and it will be added to the calendar for next month.

Engel moved to adjourn at 7:42PM, seconded by Stathis. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Caitlin Hull, Library Director

A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 15, 2025, 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 6:18 PM.

The following were present:

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

Library Director: C. Hull

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano (left at 6:45 for BOE meeting)

The following were absent:

Mayor: R. Bolan

Trustees: N. Jengo

Minutes

Motion to accept the minutes of the September 17, 2025, meeting moved by Stathis, seconded by Engel.

Motion carried.

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

Public Portion

Borough Administrator Adrian Febre attended to ask about moving the Historical Committee items from Borough Hall to the lower level of the library after the new phase of renovation as a kind of museum. The Board recommended using the hallway outside of the Hackbarth Auditorium for display cases, paintings, photos, and other items. Another suggestion was to get a Skylight device, which would display digitized photos on rotation.

Friends Report

There were 5 Friends at the Fall Festival. At their October 15 meeting, they added one new member. The next book sale will be December 6 and 7. Set up will be Friday, December 5th. Teachers will also get a chance to shop on the 5th.

Correspondence - none

Director’s Report

- 1) The podcast drops November 2025.
- 2) World Postcard Day was October 1st. Addie created some postcards from vintage library photos.
- 3) The new hire, Hilary, started.
- 4) The new floors were installed upstairs, and the front lobby was recarpeted.
- 5) The plans for the front office renovations were approved by Hackbarth.

- 6) September was Library Card Sign Up Month. There were lots of social media posts, and we signed up 32 new card holders.
- 7) The library received its 1/3 mill number - \$764, 805.00 which is a 10% increase from last year.
- 8) There have been a lot of kids using the elevator. We are going to create a notice for use.
- 9) The book vendor for many libraries has gone out of business. Director Hull is actively looking for a new vendor, which is challenging because many are not accepting new libraries. In the meantime, she is using Amazon to fill any immediate needs.

September 2025 Bill List

a) Prestige: 17 items amounting to \$8730.58

Moved to accept 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

b) Hackbarth: 11 items amounting to \$19, 688.26

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

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

Committee Reports -

Strategic Plan Committee has created a survey for community feedback. The QR code is available upstairs in the library, on bookmarks, and on social media. It will also be sent to the schools in an email. The next step is to create focus groups. A number of groups in the community were mentioned as important to invite to join a focus group.

We are getting close to getting the final drawings for the downstairs renovation project.

Old Business

The annual audit has been completed. There were no recommendations or comments.

New Business

a) Motion to accept the quote of \$908.00 from Zimick Brothers Cleaning for window washing by Stathis, seconded by Smith. Motion carried.

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

b) Motion to accept the quote of \$2949.75 from Zimick Brothers Cleaning for carpet cleaning 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

c) Motion to accept the quote of \$2800 (plus NJ tax) 2 new cameras and to relocate a camera by Stathis, seconded by Sabatini. Motion carried.

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

d) The library will be receiving a Buster Box, which is sponsored by The Center for Alcohol and Drug

Resources, and contains free Narcan/Naloxone which can be used to reverse an opioid overdose. Director Hull will work with DPW to identify a spot in the rear of the building.

The Board supported the installation and encouraged the scheduling of at least one training for the community on how/when to store and administer Narcan/Naloxone.

Smith moved to adjourn at 7:26PM, 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 November 19, 2025, 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 6:15 PM.

The following were present:

Trustees: M. Stathis, A. Sabatini, R. Stuetz, N. Jengo (virtual)

Library Director: C. Hull

Council Liaison: J. DeMuro (virtual)

Superintendent Appointee: Lynn Soriano (left at 6:45 for BOE meeting)

Friends: Helene Trinkka-Faustini

The following were absent:

Mayor: R. Bolan

Trustees: B. Dugan, K. Smith, E. Engel

Minutes

Motion to accept the minutes of the October 15, 2025, meeting moved by Stathis, seconded by Stuetz. Motion carried.

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

Public Portion

None.

Friends Report

The Friends planned a successful Veterans Day program hosted by long-time Maywoodian Bernadette Parodi. They are also planning a book sale for the weekend of December 6-7, with a free day for teachers on Friday, December 5.

Correspondence

Director Hull shared an anonymous letter with a book returned to the library that was taken out in the 1970s!

Director’s Report

- 1) The Library is excited for the upcoming annual apple crisp program. This year the adults will also create apple crisps.
- 2) The first podcast episode is up, featuring Betty Fetzer and Helene.
- 3) The library had a very successful pumpkin decorating contest, with pumpkins donated by the Borough and prizes donated by Uptown Coffee, Double Bubble Café, and Amici’s.

- 4) Zimick Brothers cleaned all the carpets, windows, and glass throughout the library and they did a very thorough job.
- 5) Bernadette Parodi did a wonderful presentation for Veterans Day and also agreed to put some of her collection in our glass display case.
- 6) We received 75 responses to our community survey. The strategic planning committee will begin reviewing the responses and scheduling focus groups.

October 2025 Bill List

a) Prestige: 20 items amounting to \$20,510.58

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

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

b) Hackbarth: 12 items amounting to \$6,763.00

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

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

c) Architect bills: 1 item amounting to \$9,034.95

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

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

Committee Reports -

Strategic Plan Committee is working on planning focus groups. Before the holidays, they will discuss groups and schedule to have the focus groups in January.

Building Committee – Director Hull and Stathis met with Chris to review the updated design, which incorporates space for some of the Borough’s history collection.

Old Business

Motion to accept the 2025 audit as presented made by Stathis, seconded by Sabatini. Motion carried.

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

New Business

a) Motion to accept the 2026 Holiday list as presented made by Stathis, seconded by Sabatini. Motion carried.

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

b) Motion to accept the quote from Figilia Electric for the installation of 2 outlets for \$1,160.00 and troubleshooting the makerspace electric issue for up to 10 hours at the rate of \$190/hour made by Stathis, seconded by Sabatini. Motion carried.

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

- c) Motion to accept the quote from Watson Label for 750 library cards in the amount of \$1,744.50 made by Stathis, seconded by Sabatini. Motion carried.

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

- d) Director Hull shared that there would be a Hackbarth Foundation meeting on Wednesday, December 3. The meeting will either be a Zoom meeting or a conference call.

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

Respectfully submitted,
Caitlin Hull, Library Director

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 17, 2025, 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 6:20 PM.

The following were present:

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

Library Director: C. Hull

Friends: Helene Trinkka-Faustini and Joanne Lyons

The following were absent:

Mayor: R. Bolan

Trustees: K.Smith

Council Liaison: J. DeMuro

Superintendent Appointee: Lynn Soriano

Minutes

Motion to accept the minutes of the November 19, 2025, meeting moved by Stuetz, seconded by Jengo.

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 book sale was on December 6 and 7. Homes were found for 150 books.

Correspondence - none

Director’s Report

- 1) The electrical outlets in the Maker Space was fixed
- 2) New outlets have been installed in the front lobby and the Director’s office
- 3) The coinbox on the copy machine has been fixed.
- 4) We have received all invoices for the Circulation renovations.
- 5) The library decorated a tree for the Winter Wonderland at Van Saun Park with ornaments made by patrons.
- 6) The Hackbarth Meeting was held on Zoom and was productive.
- 7) The goals for 2026 are included in the packet. These are in addition to those of the Strategic Plan.

November 2025 Bill List

a) Prestige: 19 items amounting to \$13, 048.74

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

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

b) Hackbarth: 10 items amounting to \$8, 257.99

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

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

Committee Reports -

Strategic Plan Committee has created a survey for community feedback. They have a plan on who to approach in the community - and when and where to meet them.

Old Business

Gary looked at the theater stairs – they are getting worse by the day. The architect has some suggestions on how to fix them

New Business

We looked at the proposal for the alterations to the lower level lobby submitted by the architect. Motion to accept the proposal from BHC Architects for the lower level lobby moved by Stuetz, seconded by Jengo. Motion carried.

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

Stathis moved to adjourn at 7:15PM, seconded by Dugan. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary