

Board of Trustees Minutes – SEPTEMBER 16, 2025

1. **CALL TO ORDER:** The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held in person and remotely via Zoom on **SEPTEMBER 16, 2025**. Ms. Julia Krisanits called the meeting to order at **5:40 pm**. **A quorum was established by roll call.**
2. **ROLL CALL:** Present: Ms. Julia Krisanits-Lehman, Dr. Dorothy McMullen, Mr. Martin Weingast, Mr. Christian Veliz, Ms. Lisa Torres in person. Absent: Ms. Earnestine Smith, Ms. Chynice Roman, Patrick Mahon and Ms. Lorraine Tidd. Also present was Eleni Glykis, Director, Alexandra Laudisi, Assistant Director and Helen Speros, Office Manager.
3. **Announcement of Compliance with The Sunshine Law:** Ms. Julia Krisanits states we are in compliance
4. **WELCOME TO VISITORS:** Instructions on when to address the Board.
5. **COMMENTS FROM THE PUBLIC:** N/A
6. **READING OF THE MINUTES (August 2025):** It was motioned by Dr. Dorothy McMullen and seconded by Ms. Lisa Torres to accept the August 2025 minutes upon correction of Dorothy's last name. AYES: Ms. Julia Krisanits-Lehman, Mr. Martin Weingast, and Mr. Christian Veliz. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd, Ms. Earnestine Smith and Ms. Chynice Roman.

Ms. Chynice Roman and Ms. Earnestine Smith arrive in-person 5:45pm

7. REPORTS OF OFFICERS:

A. REPORT OF BOARD PRESIDENT:

- Over the past month I had a pleasure attending events and meetings reflecting ongoing vitality and collaborative spirit of our library system and the important role our Library plays in Elizabeth. I enjoyed seeing, The Infant in me program and art display on the 2nd floor show-casing Elizabeth's artists.
- The newsletter team Frank and Jessica have done a great job making it look pretty and we have a Spanish version.
- Elmora – Martha invited friends who are interested in making greenhouse donations. The Micro forest contributed to landscaping.
- I attended the Personnel Committee meeting to review staff matters.
- I enjoyed the Art display which showcased the creativity of our community.
- I met with Aimee LHR about the City's 250th anniversary to hear her thoughts and how we can assist.
- I stopped at the children's infant display and was reminded how vital these programs are for families.

All these moments highlight the dedication of our staff and the strong connections our library fosters with residents.

B. TREASURER'S REPORT (Action Item):

- Mr. Martin Weingast states the Revenue report looks good with the projected income now matching the budget. The Budget Comparison report's, pages 8-9, Income and expense also tie into the budget. We can now buy new books within the budgeted goal of \$120,000 for the fiscal year. We are funded based on a percentage of the property value determined by the City. Eleni states staff, retirees, insurance and building costs for four locations are high leaving us with little for other needs.

It was motioned by Ms. Chynice Roman and seconded by Dr. Dorothy McMullen to accept the Treasurer's report. AYES: Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Lisa Torres, and Mr. Christian Veliz. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

8. PRESENTATION AND APPROVAL OF BILLS (AUGUST/SEPTEMBER 2025) (Action Item):

There are many missing voucher numbers and a duplicate payroll entry with same date and amount, to be resolved. The Bill List now includes anything paid out including ACH, EFT, payroll etc.

It was motioned by Dr. Dorothy McMullen and seconded by Ms. Earnestine Smith to accept the Bill's List pending corrections. AYES: Ms. Julia Krisanits-Lehman, Mr. Martin Weingast, Ms. Chynice Roman, Ms. Lisa Torres, and Mr. Christian Veliz. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

9. REPORTS OF THE STANDING COMMITTEES: N/A

- a. **PERSONNEL COMMITTEE:** Chynice, Lorraine and Patrick Mahon. 2 positions open as Britanie Montero, Social worker resigned and Roel Laurel, Accounting clerk is resigning. We are looking to see what would work best for both positions. We are also looking for a PT Children's Librarian. Helen states she can take the Payroll portion of his position as she has 20-years payroll and accounting experience for over 200 employees with Paychex and she already handles the other HR responsibilities. Suggests considering a PT position for someone to focus on the accounting only portion. Mr. Martin Weingast requests a job description for the finance office. Considering a PT Community Resource agent to replace Britanie. FT not needed and License and Insurance would also not be needed for this new PT position.
- b. **FINANCE COMMITTEE:** Mr. Martin Weingast met briefly to review and accept the 2025-2026 working budget.

10. REPORTS OF AD HOC COMMITTEES: N/A

11. REPORT OF THE DIRECTOR: Consult your packet for the complete report.

- We are awaiting re-imbursement from the City and State Library for project re-imbursements.
- Heating at LaCorte is being updated. Both units are being replaced. The City pays.
- Roel Laurel, Accounting Clerk, is retiring December 31, 2025.
- Senior Community Service Employment program (SCSEP) Workforce/55+ program: provides paid training for seniors through the Department of Labor. They sent two participants; Lorraine who was placed in Children's and Maria placed at Circ1 for additional help as junior library assistants. There will be no cost to the Library.
- Britanie Montero, Social Worker resigned. The Personnel Committee will meet to discuss an alternative Community Resource Specialist position and possibly a PT Licensed Social Worker.
- The Library will be posting for a PT Librarian to support programming and services.
- NJ Historical African American Marsha P. Johnson marker – there is a Resolution 2513 to place the 8' pole and plaque outside.
- We are receiving a Community Partner Award at the annual Casino Night September 26.
- Library Card sign-up months: Julia suggests we have a table in front of City Hall and present the Mayor with a Gold Library card there. Dr. Dorothy McMullen requests flyers for this event. And Ms. Chynice requests it be put on the Congressman's website. Get their distribution email list and Data dump.
- Library sign up month Bingo. Sign up for a new card and get in on the raffle for a prize (September gift card)
- Touch a Truck 11/8 with a 11/15 rain date. DPW will bring a single axel dump truck w snow plow, forestry bucket truck w aerial lift, front loader, LCD/TV truck, 250th roadster and maybe a tri-axel dump truck. Still reaching out to police, fire and EMS.
- Local History busy with 250th Celebration and research requests.
- LaCorte patrons are given a Passport Linda made and every time they read a foreign book (ex Anime, Greece) the passport gets stamped; a great and fun idea.
- Moved over to Paychex. ADP clocks were returned.
- Alex Laudisi reviewed all the policies.
- Replaced Microsoft Outlook with Google workspace for non-profits through Stella at no cost provides us with the full google experience; docs sheets and saves the Library \$7500/ year.
- Discussed with City's Business Admin –They are taking measures to prevent extreme costs and are including us. We will go with the City for Health and prescription. Looking for better costs.
- Two tuition re-imbursements for Aimee 1500 and Frank 2000.
- HOLIDAY SEASON HOURS- Reduce hours for the holiday season- All branches to close at 6pm between November 24 and January 1 and resume January 2.

- LaCorte and Eport will close for alternating lunch daily for one hour 3-4 and the other 2-3. Open, close and lunch hours will be consistent and posted on line and on the doors.

12. REPORT OF THE ASSISTANT DIRECTOR:

- Alexandra Laudisi discusses stats on page 26 with

#July visitors at 6795, 111programs w/ 1547 attendees, 43 out each programs w/ 373 participants, 569 phone calls and 695 holds filled.

#August visitors 6296, 82 programs w/ 1781, 36 outreach w/ 467, 415 phones, and 577 holds.

- **Summer Reading ending party** 2-4pm was insane with 300 people joining us at the snow cone station, cotton candy, bounce house, raffles and games. Many also attended Eyes of the Wild / Wallaby event.
- **Incident reports** were up as we strictly enforced the rules of the library and have since dropped. We have a banned rubric on our website for everyone to see and hand-out cards.

It was motioned by Mr. Martin Weingast and seconded by Ms. Lisa Torres to accept the Director's and Assistant Director's report. AYES by Acclamation: Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Chynice Roman, Mr. Christian Veliz, Dr. Dorothy McMullen.

Abstain: n/a. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

13. READING OF THE COMMUNICATIONS: Questions about new trustees and their training. Where do we stand with communications and training? Re-visit at the October board meeting.

14. UNFINISHED BUSINESS: FOL: Mr. Martin Weingast discussed FOL at the last meeting and approved it. An attorney is establishing the corporation for the Elizabeth Public library FOL, Inc. The first set of officers are Julia, Eleni and Martin. We will further discuss other officers. Eleni had someone interested whom we will meet with. Attorney will submit by next week. Thereafter filing of NJ Charities. Once a Corporation is established, an application to be submitted for the 501-3C federal non-profit designation. The Friends can solicit donations.

15. NEW BUSINESS: Resolutions 2513 and 2514:

- Resolution 2513 Authorization to Host and Install a Black Heritage Trail Marker Honoring Marsha P. Johnson on Library property: 30'x42" cast-aluminum plaque on a 7' pole which involves sitings, permits, utility mark-outs and site preparations.**

Mr. Martin Weingast motions to accept Resolution 2513 and seconded by Ms. Chynice Roman. AYES: Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Dr. Dorothy McMullen, Ms. Earnestine Smith, and Mr. Christian Veliz. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

- Resolution 2514 Authorization to apply for the Expanding Digital Literacy Grant of \$23,730:**

Dr. Dorothy McMullen motions to accept Resolution 2514 and seconded by Ms. Earnestine Smith. AYES: Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Ms. Chynice Roman, Mr. Martin Weingast and Mr. Christian Veliz. Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

16. CLOSED MEETING: It was motioned by Ms. Chynice Roman and seconded by Ms. Earnestine Smith to go into closed session. AYES by Acclamation: Ms. Julia Krisanits-Lehman, Dr. Dorothy McMullen, Ms. Lisa Torres, Mr. Martin Weingast, Mr. Christian Veliz. Abstain: n/a Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

17. OPEN MEETING / OUT OF CLOSED: It was motioned by Ms. Earnestine Smith and seconded by Ms. Chynice Roman to come out of closed meeting. AYES by Acclamation: Ms. Julia Krisanits-Lehman, Dr. Dorothy McMullen, Mr. Martin Weingast, Mr. Christian Veliz and Ms. Lisa Torres. Abstain: n/a Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.

18. ADJOURNMENT: It was motioned by Ms. Lisa Torres and seconded by Ms. Chynice Roman to adjourn at 7:55pm. AYES by Acclamation: Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Dr. Dorothy McMullen, Mr. Martin Weingast, and Mr. Christian Veliz. Abstain: n/a Absent: Mr. Patrick Mahon, Ms. Lorraine Tidd.