

**Board of Trustees
Minutes
April 19, 2016**

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on April 19, 2016 at the Main Branch. Vice-president Mr. Freedman called the meeting to order at 5:30pm. A quorum was established by roll call.

ROLL CALL

Present: Veronica Alvero, Ted Freedman, Eloy Delgado (late), Kenyetta Jackson, Anne Russell, Kevin Weaver.

Absent: Pearl Serratelli (excused), Ernestine Smith (excused), Christian Veliz.

Ms. Chmiel, Library Director announced that adequate notice of this meeting had been provided by a notice to the Star Ledger. Also a notice was posted on the bulletin boards of the Main library and branches.

MINUTES

It was moved by Mr. Freedman, seconded by Mrs. Alvero to approve the minutes from the March 15th Board of Trustees meeting with the following amendment on page 4 on last line that reads: “**Mr. Delgado stated that there were not Special Committees meetings**” Typo correction:

no. Vote: ayes- Mrs. Alvero, Mr. Freedman, Mrs. Russell, Mr. Weaver. Nays- none.

Abstentions- Mrs. Jackson.

TREASURER’S REPORT

Mr. Weaver stated that the budget is accurate; there is money to pay bills and still money in the budget. Ms. Chmiel informed the Board that the **Chiller** has not received AC maintenance service since the end of the last summer. Ms. Chmiel has been quoted for AC maintenance

service by Carrier, but she has determined that their fee is too high. The Chiller needs maintenance service in order for the AC to be started this season.

Mr. Freedman inquired who provides vehicle maintenance; Ms. Chmiel replied that a local business named AAA Auto Repair has done Jeep maintenance; the Jeep is vital in the winter months, as it runs the plow; the white van provides deliveries and recycling service on a daily basis.

Mr. Freedman questioned how much the Library has saved by migrating to LMxAC. Ms. Chmiel replied that we no longer pay \$10,000.00 a year for our Boopsie app, as well as realizing savings through cataloguing, and the sharing of resources. Downloadable magazines through Zinio and movies through IndieFlix are additional benefits. Mr. Freedman inquired about being over budget in the line for Janitorial & Hardware Supplies. Ms. Chmiel replied that plumbing repairs (mainly related to the HVAC system), maintenance supplies, including unusual items like replacing screens on windows have been paid through this line; \$13,500 for resurfacing the parking lot also came from this line.

Mr. Weaver noted that information about various improvements should be shared with the public and City Hall; Ms. Chmiel said that Grace Aristil has been working on the Annual Report FY 14-15, which will provide that information .

It was moved by Mr. Weaver, seconded by Mrs. Russell to accept the Treasures' Fiscal Year Report 2015-2016 as of April 2016. Vote: Ayes- Mrs. Alvero, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

PRESENTATION OF BILLS

Ms. Chmiel noted that \$500 under Electrical Supplies reflects an investment in light bulbs.

Mrs. Jackson inquired about a Trinitas check for \$301.26; Ms. Chmiel replied that that was for

the Employee Assistance Program. Mr. Freedman inquired as to how we are paying our Electricity vendor; Ms. Chmiel replied through PSE&G is; we are not yet being directly billed by Hudson Energy. She also noted that our March bill shows that we would have paid \$621.70 had we remained with PSE&G, whereas with Hudson the cost was \$481.60.

It was moved by Mr. Freedman, seconded by Mr. Delgado to accept the Monthly Bills as of April 15th, 2016. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

Ms. Chmiel noted that Planning Committee Board members contributed ideas for Melinda Gauld-Elichko's retirement breakfast via e-mail. Ms. Chmiel explained that employees will contribute toward a present, the Sunshine fund will defray the cost of food, and the balance of the food bill will be picked up by Mrs. Eppinger and Ms. Chmiel.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- Repost for Uniformed Security Contract.
- Mr. Freedman inquired about police response when the Library requires their intervention. Ms. Chmiel replied that they usually respond in about 10 to 15 minutes, while also noting an incident in which a patron was escorted out by the officers following repeated misbehaviors. Ms. Chmiel noted the recent vandalism that the public men's bathroom has suffered and how she had scanned the videos to identify the possible offender.
- Mr. Freedman inquired why we have decided to delay the implementation of caching. Ms. Chmiel replied that Turn-Key Technologies, our telecommunications consultant service made this recommendation; Ms. Chmiel noted Edwin's priority is protecting our

servers and network.

- The UC Sheriff's Office will provide Active shooter trainer to the Library staff.
- Ms. Chmiel invited the trustees to review the unique LHR collection of Lincoln memorabilia, on display in the Senior Space.
- Ms. Chmiel noted how successful Makers Day was, with 68 events throughout the day, in all branches.
- Mrs. Alvero recommended reconsidering restrictions on the number of children participating in school visits; Ms. Chmiel agreed to greater flexibility in accommodating more than 15 participants at one time.
- Mr. Freedman inquired about DCRP; Ms. Chmiel replied that it's the employee Deferred Compensation Retirement Plan.
- Ms. Chmiel noted our new website that has gone live, visit www.elizpl.org
- Mr. Freedman inquired about reference statistics; Ms. Chmiel explained the way the Reference Dept counts transactions.

It was moved by Mr. Weaver, seconded by Mrs. Russell to accept the Director's Report.

Vote: Ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr.

Weaver. Nays- none. Abstentions- none.

COMMUNICATIONS

- Ms. Chmiel noted the CDBG award letter, granting the Library \$68,060 for ADA upgrades to the public bathrooms.
- An award of \$150,000 by the Freeholders for Children's Services at Local Libraries has been announced.
- Financial Disclosure statements are due. Ms. Chmiel distributed forms to the Board.

- Ms. Chmiel shared marketing postcards created and distributed by LMxAC.
- The City will host a Field-Naming Ceremony on April 23rd, 2016. All are invited.

UNFINISHED BUSINESS

- Ms. Chmiel submitted the proposed budget for FY 16-17.
- Ms. Chmiel has recommended closing LaCorte and Eport branches ½ day on Saturdays to save resources; Mr. Freedman and Mr. Weaver agreed to close those branches during the least-busy hours of the week, if those could be determined. Ms. Chmiel stated that in nearly 10 years we haven't received any budget increases.
- Mr. Delgado observed that there is the potential for our budget to be cut. Board members agreed to approach the Mayor to present our needs and to request an increase our budget. (Discussion) Mr. Weaver recommended presenting Salaries, Insurance, and Medicare increases. Ms. Chmiel reiterated that we are not requesting more on a whim; that without more funds we face the prospect of shortening branch hours, even as we face increases in budget items over which we have no control.
- Ms. Chmiel stated that Eport's building contract will end in 2018.
- Ms. Chmiel described the Chiller System we have, and the updates we need.

It was moved by Mr. Freedman, seconded by Mr. Weaver to accept the Director's working Budget. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver, seconded by Mr. Delgado to move the Board meeting for May to the 24th, 2016. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

NEW BUSINESS

Ms. Chmiel noted that the range for Recommended Salaries needs to be updated. This hasn't been done in over two years, and needs to be kept current. It was moved by Mrs. Russell, seconded by Mr. Delgado to approve the updated Recommended Salary Ranges. Vote: Ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Delgado, seconded by Mr. Weaver to move the meeting to closed session. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none

PERSONNEL

It was moved by Mr. Weaver, seconded by Mrs. Russell to move out of closed session. Vote: Ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none

It was moved by Acclamation to accept resignation of Khadijah Harmon. Vote: Ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

Mrs. Jackson recommended implementing staff Drug Screening at the Library (Discussion).

ADJOURNMENT

It was moved by Acclamation to adjourn the meeting Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Jackson, Mrs. Russell, Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Delgado, seconded by Ms. Serratelli to adjourn the meeting. Vote: Ayes- Mr. Delgado, Mr. Veliz, Ms. Serratelli, Mr. Weaver, Mr. Freedman. Nays- none. Abstentions- none.

Meeting adjourned at 8:15pm

Submitted by: Ana Violeta Monje-Medina