

Board of Trustees

Minutes

March 21, 2017

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ was held on March 21, 2017. President Ted Freedman called the meeting to order at 5:58pm. A quorum was established by roll call.

ROLL CALL

Present: Veronica Alvero, Eloy Delgado, Ted Freedman, Anne Russell, Pearl Serratelli, Earnestine Smith, Kevin Weaver. Absent: Kenyetta Jackson (Excused) and Christian Veliz.

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

Visitors: No visitors

MINUTES

In response to Ms. Serratelli's question about the Summer Lunch Program and how the Library got involved, Ms. Chmiel replied that the program, which was expanded by the Federal Government, provides a free lunch (paper bag; a sandwich, a drink and a fruit) for kids to consume on location. No registration is required. The State Library has been promoting this program and Yvette Cooper, an active E-port community member, offered to promote it to local families. Initially the Library will provide a small amount of these lunches at the branches and the Teen Department to gauge the demand. The program is currently running at churches, camps, and schools. It was moved by Mr. Weaver, seconded by Ms. Russell, to approve the Minutes for February 21, 2017. Votes: By Acclamation.

TREASURER'S REPORT:

Mr. Delgado established that budget is in good standing. The Library is covering its expenses responsibly. Ms. Chmiel reminded the trustees that pension payment will be made Monday and stated that the Pension Report could be monitored online.

Mr. Delgado established that the Board will be working on a preliminary budget for next year soon; Budget Committee members will coordinate a date to start the process. It was moved by Mr. Weaver, seconded by Mr. Delgado, to approve the Treasurer's Report Votes: Ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith, and Mr. Weaver. Nays- none. Abstention- none.

PRESENTATION OF BILLS:

Ms. Chmiel handed a copy of the updated Capital Funding statement. Some of the E-Rate funding will move into Operating Funding. Capital Reserve also exists. It was moved by Ms. Russell, seconded by Mr. Freedman, to approve the Presentation of Bills Votes: Ayes – Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

REPORT OF STANDING COMMITTEES

Standing Committees did not meet in March

REPORTS OF AD HOC COMMITTEES

Mr. Freedman establish that for some issues, such as Branch hours of operation, the Operation Facilities Committee should be meeting with Ms. Chmiel and Mr. Barbanell, and come back to the Board with recommendations.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- We have made over 1,000 City ID cards in less than 2 months. Around 25% of the ID applicants already had a library card. In January, the Library issued 428 new library cards, in February 772 new library cards were issued; that is a significant jump. This data hasn't been compared to previous years. Mrs. Alvero established that she is waiting on the school

principal's approval to disseminate EMID information to the students directly. Mr. Luck added that up to 32 ID Cards are made each weekday and 24 cards on Saturdays. Cards are issued on Monday through Thursday as well as Saturday. Ms. Chmiel noted that most people had learned about the City ID program through word of mouth.

- Responding to Mr. Freedman's question about EMID money collection, Ms. Chmiel replied that someone from the City picks it up every 48 hours. The first invoice for library staff EMID hours was sent to the City Treasurer as per the terms of the MOU. The Library hasn't received any payment as of yet. Ms. Chmiel stated that the City had spoken to the Police Department about the program.
- An exhibition of artwork by women artists curated by the Elizabeth Art Council took place this month; Mayor Bollwage participated in the opening ceremony.
- Mr. Lopez, the Library's IT manager, has been working on cloud storage for E-mails that will provide unlimited storage. It will handle up to 60 users for a total cost of \$400 per month. The system will help block spam, computer viruses, and malware for a total cost \$5,000 per year.
- The Library is moving forward with E-Rate spending by purchasing 60 new computers. This is about one third of the number of computers we currently own.
- The Library is purchased a flat screen TV which was installed in the Large Classroom for instruction and programing. Connection can be made without cables or wires.
- We are working on a verification system for New York Times group pass; we will limit access to the Elizabeth Library card holders only.
- "Mr. Dreadlocks" was banned from the library due to a violent incident at the Elmora branch.
- Maker's Day will be this Saturday, March 25th and Mr. Freedman is volunteering. There will be a lot of activities that day. Ms. Chmiel encouraged the Board to participate.
- Responding to Mr. Delgado's question about Kason Little's (Student Advocate) volunteer application, Ms. Chmiel replied that she hasn't received it and that Mr. Little should request an interview in order to participate on any of our established "Homework" programs. It was moved by Mr. Delgado, seconded by Ms. Serratelli, to approve the Director's Report. Votes: By Acclamation.

UNFINISHED BUSINESS

- Ms. Chmiel & Mr. Luck met with the architect, Andrew Adornato. Mr. Freedman also attended. A good working relationship was established. The Library is looking for some blueprints to have a better idea about plumbing and electricity. Mr. Delgado inquired about the building pipe system. Ms. Chmiel replied that during the energy audit, we discovered that the entire HAVAC System and the plumbing were installed in the middles of the 1980's. The installation cost ½ million dollars, at that time. Ms. Chmiel feels positive about pipes system. Ms. Serratelli stated that there was never and prevention maintenance performed; Ms. Chmiel agreed there were poor HVAC System maintenance done.
- The bathroom demolition should start in August. The Library has signed the contract with USA Architect; they will provide samples of the material that will be installed. The Library will plan for public use of the 4th floor restrooms. The renovation should take about 2 months. April 3rd will be our next bathroom upgrade meeting. The Operation Facility Committee is welcome to join.
- Ms. Serratelli expressed concern regarding the Elmora Branch building condition.

NEW BUSINESS

- The Budget Committee will be working on the 2017-2018 budget.
- A Circulation Policy amendment was created following a request from Covenant House Shelters, as resident mothers are seeking borrowing privileges. Ms. Chmiel explained the proposed policy in detail and presented options for the Board. The Board agreed to provide a card with clear specifications “If a resident of Covenant House is registering for a card, the paperwork from CH should indicate the expected departure date from this facility. Most residents stay for 18 months. Our EPL card would indicate an expiration date of two weeks before the expected departure from Covenant House. The holder of this card can check out a total of two print items; DVDs cannot circulate on this temporary card”. As per Mr. Freedman's recommendation, the card should expire two weeks instead of one week previous to the card holder's departure.
- Ms. Chmiel is in favor of removing late fees for Elizabeth residents, but not for lost or damaged material. Ms. Chmiel agreed with Mr. Luck's suggestion for unblocking Internet access for users with late fees. She added that Internet access are as important as newspapers.

It was moved by Mr. Weaver, seconded by Ms. Russell, to approve the Resolution accepting the Transient Housing Card Policy Votes: By Acclamation.

READING OF COMUNICATIONS

- Article about Homeless people have found safety in a library.
- Board members will review Eport and Lacorte Statistics as reported by Robert Barbanell to consider a decision regarding summer and winter hours. Mr. Freedman added that the City wants us to be open all the time like we were at the Main Branch on Fridays. Ms. Chmiel stated that statistics show an 8 hours day with 31 users. She asked if this was the most effective use of our staff and money; the Library has to consider having both of these locations closed at 5 or 6 every night and being open Sundays at noon and close at 8pm.
- Evelyn reported on the showing of the film *The 13th Amendment*; it was a very positive program. Ms. Chmiel acknowledged we should have more programs like this. It was moved by Mr. Weaver, seconded by Ms. Serratelli, to move the meeting into closed session Votes: By Acclamation. It was moved by Mr. Weaver, seconded by Ms. Russell, to come out of closed session Votes: By Acclamation.

PERSONNEL

ADJOURNMENT

It was moved by Mr. Weaver, seconded by Ms. Russell to adjourn the meeting. Votes: By acclamation.

The meeting adjourned at 7: 25pm

Submitted by Ana V. Monje-Medina