

# **Board of Trustees**

## **Minutes**

**June 20, 2017**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on June 20, 2017. President Ted Freedman called the meeting to order at 5:30 pm. A quorum was established by roll call.

### **ROLL CALL**

Present: Veronica Alvero, Eloy Delgado (Late), 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 by a notice in the Star Ledger. Also, a notice was posted on the bulletin boards of the Main Library and library branches.

Visitors: No visitors

### **MINUTES**

Ms. Chmiel stated that as there was not a quorum for the May meeting, and as the April meeting was previously canceled, March minutes still need to be approved. In response to Ms. Serratelli's question, Mr. Weaver noted that a quorum was changed to a half plus one, meaning at least five (5) trustees need to be present for a meeting to be convened. There was a request to change the By-Laws to establish a majority quorum Ms. Chmiel added. It was moved by Mr. Weaver, seconded by Ms. Serratelli, to approve the March 20, 2017 Board Minutes. Votes: Ayes – Mrs. Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver and seconded by Ms. Smith to incorporate the May 16, 2017, conference notes of the Trustees into the June 20, 2017, Board Minutes. Votes: Ayes – Mrs.

Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none.  
Abstentions- none

### **TREASURER'S REPORT:**

In the absence of the Treasurer, Ms. Chmiel proceeded to present the report. Ms. Chmiel noted that as of June 16, we have a resolution to transfer funds to balance the budget. She further advised that Library spending had been as conservative as possible; and that the current fiscal year budget should not need to be supplemented with the Reserve, as it was last year. While there is \$400,000.00 left, there are still outstanding bills, including expenses for the HVAC. In response to Mr. Freedman's question about program supplies, Ms. Chmiel stated that covers food and refreshments for events. For the \$164,000 Retired Health Benefits, Mr. Weaver inquired if it was included in June bills. Ms. Chmiel said yes. Ms. Serratelli asked if Summer Lunch will take place at the Library. Ms. Chmiel replied that we haven't heard from the organizers as of today. It was moved by Mr. Weaver, seconded by Mr. Freedman, to approve the Treasurer's Report.

Votes: Ayes – Mrs. Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

### **PRESENTATION OF BILLS:**

Ms. Chmiel noted that the payment to Weisburg Associates was for Staff Development Day and was fully reimbursed by Library Link NJ. For the bathroom renovation project, the architect's bill is not included in the CDBG Grant, and will come out of Reserve funds. It was moved by Mr. Weaver, seconded by Mrs. Alvero, to approve the April Presentation of Bills. Votes: Ayes – Mrs. Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Ms. Russell, seconded by Mrs. Alvero, to approve the May Presentation of Bills. Votes: Ayes – Mrs. Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver, seconded by Ms. Russell, to approve the June Presentation of Bills. Votes: Ayes – Mrs. Alvero, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

Ms. Chmiel presented the Capital Reserve Funds as of May 2017, which includes E-Rate Funding credits. E-Rate refunds are no longer incorporated into our Operating budget, which is separate from the Capital Reserve.

## **REPORT OF STANDING COMMITTEES**

Mr. Freedman noted that the Building Committee has been meeting almost every week with the Architects and the Library Staff.

## **REPORTS OF AD HOC COMMITTEES**

Ad Hoc Committees didn't meet.

## **DIRECTOR'S REPORT**

**Consult your packet for the complete report. Highlights include:**

- There were recent photo ops at the Community Garden at Elmora Branch. Mr. Freedman recommended an agreement between Ground Elizabeth and the Library, especially in regard to liability and insurance issues; Ms. Chmiel said that GWE had offered an MOU. Mr. Freedman wondered if the garden would be considered a business enterprise. Ms. Chmiel noted that GWE is a non-profit enterprise, making their produce available at Housing Authority buildings, and local farm markets, and that Oki, the Elmora Farmers Market owner, has been very supportive to the Library.
- Mrs. Alvero inquired about Edwin Lopez's work on Cloud Storage for E-mails, Ms. Chmiel replied that it's installed, will provide unlimited storage, and will allow up to 65 users accounts, while saving us money.
- ALA Annual Report 2016 includes a photo of Tracy's Great Stories Club; a copy will be archived in LHR.
- Department heads' reports will become part of the monthly Board packet, as the Trustees appreciate the additional information.
- Ms. Chmiel commended Nancy Berkenfeld's professional growth over the last 18 months.
- Mr. Freedman commended Mr. Luck for the improved statistical report. Mr. Luck intends to show year-to-year statistical comparisons in future iterations of the statistics.
- Mr. Freedman expressed interest in follow-up reports on Staff Development Day outcomes.

- The Meeting Room Application has been updated, with a stronger wording regarding solicitation.
- Mrs. Alvero inquired how Summer Reading registrations are being managed and noted that she distributed program fliers at schools. Ms. Chmiel replied that they have to register in person and the records will remain at Children's and Teen's Department. Children should be enrolled in Summer Reading to participate in major events at the library.
- Ms. Chmiel reminded the Board to fill out the Financial Disclosure Statement.
- Mr. Delgado noted that Health Benefits are negotiable again; the percentage contributed by staff could go as low as 1.5% of salary.

It was moved by Mr. Weaver, seconded by Ms. Serratelli, to approve Director' Report. Votes:  
By Acclamation.

#### **UNFINISHED BUSINESS**

- Participation in the City ID program has slowed significantly. As of this date, Councilwoman Patricia Perkins-Auguste is the only City official to have demonstrated on-site support.
- We continue working on a strategy for the New York Times group pass. Mr. Luck has contacted someone who could assist for a fee. We should be able to have access at it at every branch, Mr. Freedman noted.
- Ms. Chmiel provided an update on Mr. Kason Little, student advocate volunteer, who has never returned to the Library.
- For the energy auction on June 20, there are several bidders; East Cost Power and Gas made the lowest offer. A 36-month contract at \$0.093/kWh will lead to an annual savings of \$11,000 savings, or over \$33,000 over the life of the contract. (Discussion) Ms. Chmiel read the Resolution for the Energy auction.
- We are moving along on the Bathroom Upgrade. Ms. Serratelli inquired when the bathroom Renovation will start; Ms. Chmiel replied that the start date was moved back; that our public bid notice is published on July 11; and that bids will be opened on August 1.

## NEW BUSINESS

- It was moved by Mr. Delgado, seconded by Mr. Freedman, to accept the East Coast Power & Gas bid for 36 Months. Votes: Ayes – Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.
- It was moved by Mr. Freedman, seconded by Mr. Weaver, to accept the audit proposal from Suplee, Clooney & Company for FY 2016 – 2017 in the amount of \$13,925.00. Votes: By Acclamation.
- While Mr. Weaver suggested adding the Assistant Director as a potential signee in the Director’s absence, it was agreed that the Board Members hold ultimate fiscal responsibility. It was moved by Ms. Russell, seconded by Mr. Delgado, to accept the Resolution for Bank Signatories as amended. Votes: By Acclamation.
- Mr. Freedman inquired as to the location of the TYCO cameras in the Library; Ms. Chmiel described the current setup. It was moved by Mr. Weaver, seconded by Mr. Delgado, to accept the Resolution for Budget Transfers FY 2016 - 2017. Votes: By Acclamation.
- Current Elevator refused to sign a new maintenance contract on the elevator, claiming that they don’t have any other business in the area. We were not always pleased with their service. In previous years we have budget \$12,000 to service *both* elevators. Ms. Chmiel described in detail the Elevator Maintenance coverage (Premium Maintenance) offered by Jersey Elevator. Ms. Serratelli recommended acquiring the highest level of service to guarantee quality service. Ms. Chmiel suggested signing for just one year to evaluate performance. It was moved by Mr. Delgado seconded by Mr. Weaver, to accept Resolution for Elevator Maintenance Contract at a monthly charge of \$420. Votes: By Acclamation.
- Resolution for Hamilton Documents (3 specific items) that need conservation. Aimee Fernandez’s recommendation was to auction them since they are not related to the City of Elizabeth, and the proceeds could be used to maintain other materials that are relevant to Elizabeth History. Various organizations have expressed interest in the materials, should EPL deaccession. Ms. Serratelli opposed selling the documents (Discussion) It was moved by Mr. Delgado, seconded by Mr. Weaver, to Auction the Hamilton Documents for a collective minimum of \$25,000. Votes: Ayes – Mr. Freedman, and Mr. Weaver. Nays- Mrs. Alvero, Mr. Delgado, Ms. Russell, Ms. Serratelli, and Ms. Smith. Abstentions- none.

## **READING OF COMUNICATIONS**

- \$77.00 FY17 Local Library Support Funds. The money in this Fund comes from the New Jersey State Income Tax check off.
- Exit Ramp Article; Changing the world, one library card at a time.

It was moved by Mr. Delgado, seconded by Mr. Weaver, to move the meeting into Closed Session. Votes: By Acclamation

## **PERSONNEL**

- It was moved by Mr. Delgado, seconded by Mr. Weaver, to approve Sheila O'Brien and Yvette Cooper for promotion to Senior Library Assistants at a rate of \$27,000/year.  
Votes: By Acclamation.

It was moved by Mr. Weaver, seconded by Ms. Serratelli, to move the meeting out of Closed Session. Votes: By Acclamation

## **ADJOURNMENT**

It was moved by Mr. Weaver, seconded by Mr. Freedman to adjourn the meeting. Votes: By Acclamation.

The meeting adjourned at 8: 15pm

Submitted by Ana V. Monje-Medina