

Board of Trustees Minutes – AUGUST 7, 2024

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 AUGUST 7, 2024. Ms. Mary Faith Chmiel called the meeting to order at 5:47 pm. **A quorum was established by roll call.**

ROLL CALL: Present: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Ms. Earnestine Smith. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli. Also present were Mary Faith Chmiel, Library Director, and Helen Speros, Office Manager, taking minutes.

Announcement of Compliance with The Sunshine Law: In compliance.

Welcome to Visitors: Mr. Eloy Delgado states there are no visitors.

Comments from the Public: None.

READING OF THE MINUTES (JUNE 18, 2024) (Action Item): It was motioned by Mr. Martin Weingast to accept the June 2024 Minutes from the previous meeting and seconded by Ms. Lisa Torres. AYES by Acclamation: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Lisa Torres. NAYS: none. Abstaining: Dr. Dorothy McMullen, Ms. Lorraine Tidd. Absent: Ms. Chynice Roman, Ms. Pearl Serratelli, Ms. Earnestine Smith.

TREASURER'S REPORT (JUNE 2024) (Action Item):

- FY23-24 07/01/2023-06/30/24, as of June 30th: We were in the red 40k last fiscal year.
- FY 24-25 As of 07/12/2024 we received our first municipal check for 411,000 which is an increase of \$400,000 and includes the \$50,000 we were promised for the HVAC.
- FY 24-25 as of August 2.

It was motioned by Ms. Lisa Torres to accept the Treasury report as of 07/12/2024, and as of 8/2/2024, and seconded by Ms. Julia Krisanits-Lehman. AYES by Acclamation: Mr. Eloy Delgado, Ms. Julia Krisanits-Lehman, Mr. Martin Weingast, Ms. Lorraine Tidd, Ms. Lisa Torres. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Ms. Earnestine Smith.

PRESENTATION AND APPROVAL OF BILLS (JUNE 2024) (Action Item):

- FY23-24 As of 06/30/24
- FY 23-24 As of July 2, 2024
- FY 24-25 As of July 30, 2024

The Bills List is reviewed by the Trustees. Nothing unusual. Aimee at the top of the list was re-imburement for her post graduate work for getting her Library Degree-current cost \$944.00. Empower Trust Co is the Employer portion of DCRP for \$868.26. Ms. Mary Faith Chmiel motions for approval to pay the bills.

It was motioned by Ms. Lisa Torres to accept the Bills Lists as of 6/30/2024, 07/12/2024 and seconded by Ms. Julia Krisanits-Lehman. AYES: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Lorraine Tidd. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Ms. Earnestine Smith.

It was motioned by Ms. Julia Krisanits-Lehman to accept the Bills Lists as of 07/31/2024 and seconded by Mr. Martin Weingast. AYES: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Lorraine Tidd, Ms. Lisa Torres. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Ms. Earnestine Smith.

REPORTS OF THE STANDING COMMITTEES: None

REPORTS OF AD HOC COMMITTEES: None

DIRECTOR'S REPORT: Consult your packet for the complete report.

MaryFaith discusses the following:

- Bank Migration underway with Chase Bank. We are waiting for a token in the mail which activates the accounts.
- Elevator inspections have been completed.
- We re-upholstered 12 chairs with Judy Blume money; the seats are waterproof and comfortable.
- Britanie will be on a 2-month hiatus for one-on-one appointments as improvements are made to her office space. Edwin getting quotes for 10' wall and a door. Britanie is concerned for her safety/confidentiality with the people she is meeting with. She will assist at the reference desk and review plans for group sessions.
- Volunteer Lunch Saturday September 14, 12-2pm. All Board members are invited. Robert is working on it.
- Library construction bond projects - on hiatus. Elmora roofing work is at a standstill. Materials paid and labor not paid. They took their dumpster and we have not heard from them. Vendor was paid but they did not pay the manufacturer. All old panels have to be removed. Architect is handling.
- A pallet of paper with 40 cases of paper = \$1,868.58. Each case has 10 realms. Purchases made 2x per year. Cost of printing is .10/copy = \$20,000 At .15 per copy income= 30,000. Our actual income last year for copies was \$8,408.08. Staff uses 60% of the paper. Our expenses are paper, toner waste cartridges, and leasing of the copiers. Cost of copies to the public- increase to .15? Board agrees to keep at .10 black and .25 color.
- A new flag for Main has been ordered. A power washer has been ordered. Fan for auditorium has been ordered.
- Broad street glass door repaired. A patron broke it when asked to leave.
- AmTrust completed their Workers Comp Audit
- HVAC Issues: cooling in auditorium is still an issue. Quotes requested to address the air-handler problem. The question of asbestos presence was raised. Additional fan ordered to manage the heat.
- Still no sign of the Elizabeth Destination Marketing electronic kiosk.
- Overdose in bathroom 2 weeks ago. Staff handles serious situations. We have EAP for staff to recover or seek help.

Ms. Mary Faith Chmiel asks for a motion for approval of the Director's Report. It was motioned by Mr. Eloy Delgado and seconded by Julia Krisanits-Lehman. AYES by Acclamation: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Lorraine Tidd, Ms. Lisa Torres. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Dr. Dorothy McMullen, Ms. Earnestine Smith.

READING OF THE COMMUNICATIONS:

Electricity Auction- we received a good rate with Constellation with a 24-month contract.

FY 2024-25 Municipal Allocation

Frank Castro Tuition re-imburement as Librarian Spring 2024 asking for refund at Valdosta State College of \$1000.

It was approved by Mr. Eloy Delgado and seconded by Ms. Julia Krisanits-Lehman. AYES by Acclamation: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Ms. Lorraine Tidd. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Dr. Dorothy McMullen, Ms. Earnestine Smith.

UNFINISHED BUSINESS:

NEW BUSINESS:

- Request for CPA – Certified Purchasing Agent

- Proposal for 2023-2024 Audit

CLOSED SESSION/ OPEN SESSION:

Hire Chris Boone FT Library Assistant

Hire Crystal Matussek PT Library Assistant

Hire Alexandra De Quesada PT Library Assistant

Promote Mary Ann Attaban as FT Library Associate

It was approved by Mr. Eloy Delgado and seconded by Ms. Julia Krisanits-Lehman. AYES by Acclamation: Mr. Eloy Delgado, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Lisa Torres, Ms. Lorraine Tidd. NAYS: none. Absent: Ms. Pearl Serratelli, Ms. Chynice Roman, Dr. Dorothy McMullen, Ms. Earnestine Smith.

ADJOURNMENT: Mr. Eloy Delgado motions to adjourn at 6:20pm. An adjournment was called at 7:00pm as there was no quorum.

Submitted by Helen Speros/Mary Faith Chmiel