

## **Board of Trustees Minutes –JUNE 18, 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 JUNE 18, 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, Lisa Torres, 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:** Ms. Mary Faith Chmiel states there are no visitors.

**Comments from the Public:** None.

**READING OF THE MINUTES (MAY 21, 2024) (Action Item):** It was motioned by Ms. Lorraine Tidd to accept the May 2024 Minutes from the previous meeting and seconded by Ms. Earnestine Smith. AYES by Acclamation: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith. NAYS: none. Abstaining: Ms. Lisa Torres. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

### **TREASURER’S REPORT (MAY 2024) (Action Item):**

- We have \$84,000 remaining in the budget and one more payroll to go. The Union increases are going through. Mary Faith wrote to City Hall Finance Department regarding a short payment of \$33,000. We can use the money. Roel will transfer line items so we can balance the budget. We are making more money than Income projected. We sold the US Gazette for which funds are held in a separate account for the LHR Dept.
- The Capital Projects Reserve is dwindling. Money was spent on the elevator. Mary Faith mentions that she would still like to get the floors re-carpeted.

Ms. Mary Faith Chmiel asks if anyone has questions regarding the Treasurer Report. It was motioned by Mr. Martin Weingast to accept the Treasurer’s Report and seconded by Ms. Julia Krisanits-Lehman. AYES: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Lisa Torres. NAYS: none. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

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

The Bills List is reviewed by the Trustees. Aimee at the top of the list was re-imbusement for her post graduate work, 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. Earnestine Smith to accept the Bills List and seconded by Ms. Chynice Roman. AYES: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Lisa Torres. NAYS: none. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

**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:

- Mary Faith states we are moving from PNC to Chase Bank. Chase assigned us to a government implementation person. They offer some good deals such as a decent amount of interest on a balance of \$100,000. Roel wants to use the Chase on West Grand in Roselle.
- Moving forward integrating Polaris for circulation and tracking. We tried to go on LMxAC app to reserve books, the ID pads are not working. We called Bibliotech but they have not responded.
- There was an issue with the public elevator not closing on first floor; Jersey Elevator came in and changed the cabling and the contacts and it appears to be working now.
- Insurance company wants us to add abuse/molestation coverage as we could be at risk for a law suit. We completed the paperwork to see what the cost will be. This coverage would protect us monetarily.
- Pavers and sidewalk outside needs repair.
- Union contract has been signed by Eloy Delgado and Earnestine Smith.
- The Library Construction Bond Project-Nothing has changed. I am still waiting to hear from the state about the money that may be available to be used to do the sidewalks at the front of Elmora.
  - The Elmora roof is on hiatus. The company that sells the material that goes on the roof wants one of their contractors to finish the job as there were issues as to how they were attached previously and the panels are not re-usable. Lowest bidder, sloppy work. Ms Julia Krisanits-Lehman expresses concern in the meantime the Elmora roof is exposed to the elements and additional damage may occur as the Tyvek is showing, the wood exposed, and the roof is half way done and water may be getting in. Mary Faith says Usha has not complained about leaks.
  - On the outside of the elevator shaft at main, 3 layers of stucco were applied, the subcontractor who was responsible, did a beautiful job. The main Contractor is going through legalities though, because the architect has been asking him for months for samples of the bricks, tiles, paint colors etc and if he did not get them by Friday he would pursue the Bond issue. The samples of slate tiles/bricks were not received by the closing date.
  - Lorraine Tidd asks about the damage to the new parking lot. There are indentations in the lot because the dumpster was not put on plywood to protect it and the wheels made indentations and it needs to be fixed.

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

**READING OF THE COMMUNICATIONS:**

- Thank you from the Prosecutor's Office for the 9-month use of the parking lot. They gave us pens and mugs.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**Resolution of Union increases/ including exempt Employees:**

It was motioned by Ms. Julia Krisanits-Lehman and seconded by Ms. Lorraine Tidd to approve the Resolution of Union Increase / Exempt Employees: Employees, not part of Union, are included in Union Increases. AYES by Acclamation: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Lisa Torres. NAYS: none. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

**Resolution of Banking:**

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

For the 250-year anniversary, a semiquincentennial, the planning committee are going to do projections onto several buildings in town and a guy from France is coming to do it. It is supposed to be a 10- year visual art installation. They came in here to get images they can project. For the cleaning of the Lady of Elizabeth portrait, which has not been cleaned in over 30 years, someone from the Met connected Aimee to the Sons of Colonial Wars of NJ who may be able to fund the cleaning of the portrait for us. It is in the LHR Room. Some of the sale of the Gazette money is going towards the LHR Elizabeth Daily Journal digitization process.

We are looking to hire 2 people starting 7/1/24.

We donated some of our property to Ground Works of Elizabeth for their garden. The Director, Jonathan Phillips is retiring and there is a small plate event at Vinty on June 27. Trustees invited.

**CLOSED SESSION/ OPEN SESSION:** It was motioned by Ms. Earnestine Smith and seconded by Ms. Lisa Torres to go into Closed session. AYES by Acclamation: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith, Ms. Lisa Torres. NAYS: none. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

**Hiring of Crystal Matusek and Alexandra De Quesada as PT LIBRARY ASSISTANTS for Circulation.**

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

**ADJOURNMENT:** Ms. Julia Krisanits calls for adjournment at 6:55pm and was seconded by Ms. Lorraine Tidd. AYES by Acclamation: Ms. Chynice Roman, Ms. Lorraine Tidd, Mr. Martin Weingast, Ms. Julia Krisanits-Lehman, Ms. Earnestine Smith. NAYS: none. Abstaining: Ms. Lisa Torres. Absent: Mr. Eloy Delgado, Dr. Dorothy McMullen, Ms. Pearl Serratelli.

Submitted by Helen Speros