

## Board of Trustees Minutes – OCT 15, 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 October 15, 2024. Mr. Eloy Delgado via zoom, called the meeting to order at 5:35 pm. **A quorum was established by roll call.**

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

**EXECUTIVE SESSION:** Mr. Eloy Delgado calls for Executive session/Closed session.

**End executive session:** It was motioned by Ms. Lorraine Tidd to end the closed session and seconded by Ms. Pearl Serratelli. AYES by acclamation: Dr. Dorothy McMullen, Ms. Lorraine Tidd, Ms. Earnestine Smith, Ms. Lisa Torres, Ms. Pearl Serratelli, Mr. Martin Weingast, who arrived in person 545pm, Ms. Chynice Roman who arrived via zoom 545pm, and Ms. Julia Krisanits-Lehman, and Mr. Eloy Delgado. Absent: none.

Robert Barbanell job title change. Robert Barbanell is no longer Assistant Director. He is Head of Circulation effective 10/15/2024.

AYES: Dr. Dorothy McMullen, Ms. Lorraine Tidd, Ms. Earnestine Smith, Ms. Lisa Torres, Ms. Pearl Serratelli, Mr. Eloy Delgado via zoom and Mr. Martin Weingast, Ms. Chynice Roman. Abstain: Ms. Julia Krisanits-Lehman. Absent: none. Mr. Eloy Delgado leaves the meeting at 6pm.

**Announcement of Compliance with The Sunshine Law:** Ms. Pearl Serratelli states we are in compliance.

**Welcome to Visitors:** There are no visitors.

**Comments from the Public:** None.

**READING OF THE MINUTES (SEPTEMBER 17, 2024) (Action Item):** It was motioned by Ms. Pearl Serratelli to accept the September 2024 Minutes from the previous meeting and seconded by Ms. Lisa Torres. AYES: Dr. Dorothy McMullen, Ms. Lorraine Tidd, Ms. Earnestine Smith, Ms. Lisa Torres, Ms. Pearl Serratelli, Mr. Martin Weingast, Ms. Chynice Roman. Abstain: Ms. Julia Krisanits-Lehman. Absent: Mr. Eloy Delgado.

### **TREASURER'S REPORT (OCTOBER 13 2024, FY 24-25) (Action Item):**

Some tweaks need to be made to the budget to bring up-to-date. Roel will make corrections. The inspector from Clean Energy NJ was here as we are looking to receive \$135,000 refunded from the state which can be put into budget or Reserves. There are some red categories but we will make adjustments. Eport and LaCorte are having small book sales and funds will be added to the budget.

It was motioned by Ms. Lisa Torres to accept the Treasury report as of 10/13/2024 and seconded by Ms. Pearl Serratelli. AYES: Dr. Dorothy McMullen, Ms. Lorraine Tidd, Ms. Earnestine Smith, Ms. Lisa Torres, Ms. Pearl Serratelli, Mr. Martin Weingast, Ms. Chynice Roman, Ms. Julia Krisanits-Lehman. Nays: none. Absent: Mr. Eloy Delgado.

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

The Bills List is reviewed by the Trustees. Ms Lorraine Tidd asks about \$6000 Maffey Security bill. This is for the change of locks in LHR which was supposed to come out of the LHR fund from the \$160,000 sale of the gazette.

Mary Faith states we are hoping to buy more computers for approximately \$25,000.

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

**REPORTS OF THE STANDING COMMITTEES: N/A**

**REPORTS OF AD HOC COMMITTEES:** SEARCH COMMITTEE: Director job description on NJLA website. Mr. Martin Weingast and Ms. Pearl Serratelli are on the Search Committee and looking at resumes for the Director position.

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

Mary Faith discusses the following:

- Bank Migration with Chase Bank in progress.
- Renewal for FCC radio license has begun.
- Working with Bill Malone for renewal of Public Officials and Employment Practices Insurance coverage.
- Elmora roof –the vendor took the money and never paid the manufacturer. No change in the Elmora roof, Main building envelope or HVAC. Architect gave the General Contractor ok for demo here. Demo started but then no presence here since then. GC fails to document everything. 3 GCs are being vetted for correction/completion of Elmora roof. They all must meet the bid threshold. Insurance Company is paying for it. An extension has been approved by the State Library. An extension request for Elmora roof project has been approved by the State Library as well as for the Elmora parking lot. Helen is working on submitting LCBG reimbursements requests to the State Library.
- A contract for the maintenance of the heating system has been signed with D&B.
- AM Trust completed the Workers Comp audit and we will receive a refund of \$1600.
- Five re-furbished radios have been ordered to replace those that are not working well.
- Elizabeth hosted the quarterly STELLA membership meeting September 20.
- Phyllis Tankel lived in Elizabeth 30 years ago had fond memories of the Elmora branch, and has passed at the age of 70. She asked that memorial donations in her name be designated for Elmora. So far \$425 has been received from her family and friends in remembrance of her.
- A new utility sink has been installed. The second floor offices have been completed. Bags of salt have been ordered for the approaching winter and snow.
- The \$50,000 from City for the HVAC will go towards new computers.
- People are sleeping outside of Elmora and drug paraphernalia has been observed. No sign of the electronic kiosk to be installed at Main. Usha met with GWE to discuss landscaping plans for Elmora.
- Voting machines and ballot boxes will be delivered to Elmora 10/29-11/1 and picked up 11/6-11/8
- Robert will have a report for Circulation numbers, how staff is doing, and incidents.

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

**READING OF THE COMMUNICATIONS:**

**PERS Board of Trustees Election Notice-** Mr. Martin Weingast asks if staff members have applied; lots of work.

**F Castro Re-imburement-** another tuition re-imburement for online MLS at Valdosta in Georgia

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

**UNFINISHED BUSINESS:** none

**NEW BUSINESS:** none

**ADJOURNMENT:** 7:00pm It was motioned by Ms. Julia Krisanits and seconded by Ms. Julia Krisanits to adjourn. AYES by Acclamation: Dr. Dorothy McMullen, Ms. Lorraine Tidd, Ms. Earnestine Smith, Ms. Lisa Torres, Ms. Pearl Serratelli, Mr. Martin Weingast, Ms. Chynice Roman, Ms. Julia Krisanits-Lehman. Nays: none. Absent: Mr. Eloy Delgado.

**CONSTITUTIONAL MATTERS:**