

Board of Trustees Minutes – May 21, 2019

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on May 21, 2019. President Eloy Delgado called the meeting to order at 5:30pm. A quorum was established by roll call.

ROLL CALL

Present: Bryant Cordova (Late), Eloy Delgado, Kristin Kelly, Anne Russell, Pearl Serratelli, and Earnestine Smith. Absent: Aaron Goldblatt (Excused), Ted Freedman (Excused) and Kenyetta Jackson, (Excused).

Also present were Mary Faith Chmiel, Library Director; Assistant Director Andy Luck; and Violet Monje, Office Manager, taking minutes.

Ms. Chmiel, Library Director, announced that adequate notice for this meeting had been provided in the Star Ledger. An announcement was posted on the bulletin boards of the Main Library and its branches, as well.

Visitors: Mr. Kern, who declined to identify himself.

MINUTES

It was moved by Ms. Russell, seconded by Ms. Smith, to approve the minutes from the April 16th 2019 Board of Trustees meeting. Vote: Eloy Delgado, Ann Russell, Pearl Serratelli and Earnestine Smith. Abstain: Kristin Kelly and Pearl Serratelli

TREASURER'S REPORT:

- Ms. Chmiel noted that, with 8 weeks left of the fiscal year, the Library finances are in good standing. Some lines are a little tight, but others are under expended. Ms. Chmiel hasn't heard from the City about next year's budget.
- It was moved by Ms. Russell, seconded by Ms. Kelly to accept the Treasure's Report as of May 8th, 2019. Vote: Ayes – Mr. Eloy Delgado, Ms. Kristine Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.

PRESENTATION OF BILLS:

- Ms. Chmiel stated that State of NJ Bureau of Fire Code Enforcement (**28382**) refers to a separate bill payable to the State for Fire Inspection.
- Purchasing supplies from Amazon is helpful to the Library's budget.
- It was moved by Ms. Serratelli, seconded by Ms. Russell to approve as of May 8th, 2019 Bill list. Vote: Ayes – Mr. Eloy Delgado, Ms. Kristine Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.

REPORTS OF STANDING COMMITTEES

Personal Committee will be discussed in closed session.

REPORTS OF AD HOC COMMITTEES

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- It is Catholic Charities' responsibility to fix the Eport roof and the other water issue; the City Legal Department agreed with this assessment.
- The Elmora bathroom backed up; a dye test will be implemented to determinate any issues with the sewage lines.
- Jaeger Lumber reviewed the doorway to the Elmora meeting room in May 6th. Various options have been discussed. Ms. Chmiel has not received a quote as of this date.
- The Children's Department has been awarded a \$7,400 grant from the Snyder Foundation.
- Before and after pictures of the house at 19 Aberdeen Road in Elizabeth are currently displayed on the third floor (in the Exhibit Area).

It was moved by Ms. Serratelli, seconded by Ms. Russell, to approve the Director's Report.

Vote: By Acclamation.

- “Union County Jail Library project” refers to Leonard Grayson’s City of Elizabeth Reentry Program; Mr. Luck is looking to integrate jail residents into our GED program.

COMMUNICATIONS:

- A Volunteer Lunch will take place in June 8th, 2019; Board members were invited to participate.

UNFINISHED BUSINESS:

- City ID report: The program is getting stronger; the consistent numbers prove it.
- Ms. Chmiel met with a roofing consultant company; contacting the original architect was recommended.
- A lot of time and energy has been spent on the Eport refurbishment. The Branch is now open and some additional furniture such as stools and the computer countertop should arrive soon. Acrylic screens will be installed to improve the effectiveness of the security gates at the front door. Ms. Chmiel described in detail the library’s new layout.
- Alan Coen has expressed a willingness to help establish the Library’s Friend’s Group; he recommended a volunteer Lawyer who will work on paperwork to establish the Friends as a nonprofit. Ms. Letitia Sweat is very interested in participation as well.
- There will be an NJLA Trustee Training opportunity on June 11th 7:00 PM at the Parsippany Public Library. Michael Cerone, attorney for NJLA, will address HR issues and the new \$15.00/hour minimum wage law.
- Mr. Freedman participated in Staff Development day. Eileen Palmer of LMxAC gave a well-received presentation on Confidentiality and Privacy in libraries.
- Board members completed their Financial Disclosure Statements.
- Bank signature paperwork was signed; documents will be submitted to PNC bank.

NEW BUSINESS

- The Privacy Policy was prompted by the introduction of the Patron Check Out History feature by LMxAC. This new feature can only be activated upon the patron's request.
- The motion-activated light for the Elmora parking lot hasn't been installed yet due to efforts expended upon the Eport refurbishment. Mr. Cordova reiterated the importance of a motion-activated light.
- Images from the surveillance camera improve in bright light (i.e., with a motion-activated light). The server determinates the length of time we retain footage; more licenses would be required to add more cameras.
- Keeping the air conditioning system running is a priority at this point Ms. Chmiel stated.
- It is anticipated that Groundwork Elizabeth will install cameras that survey the greenhouse and other Micro-Farm property.
- Ms. Serratelli recommends calling a licensed electrician for Library electrical matters.
- It was moved by Ms. Russell, seconded by Ms. Serratelli to accept the Elizabeth Public Library Privacy Policy. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.
- It was moved by Ms. Kelly, seconded by Ms. Serratelli to move the meeting to closed session. Vote: By Acclamation.
- It was moved by Ms. Serratelli, seconded by Ms. Russell to move the meeting out of closed session. Vote: By Acclamation.

PERSONNEL

- It was moved by Mr. Cordova, seconded by Ms. Smith to approve Christina Topolosky's Resignation. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.
- Haiku for You Chapbook was distributed to Board.

- Mr. Bryant Cordova announced his resignation to Board.
- It was moved by Ms. Kelly, seconded by Ms. Serratelli to Adjourn. Vote: By Acclamation.

Meeting adjourned at 6:50pm

Submitted by Ana V. Monje-Medina.