

Board of Trustees Minutes – August 7, 2019

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on August 7, 2019. Vice President Pearl Serratelli called the meeting to order at 5:30pm. A quorum was established by roll call.

ROLL CALL

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

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 was published in the Star Ledger. An announcement was also posted on the bulletin boards of the Main Library and its branches.

Visitors: Ann Mary who resides at 436 Cherry St., Elizabeth, NJ 07202.

MINUTES

It was moved by Mr. Freedman, seconded by Ms. Serratelli to approve the minutes from the June 18th 2019 Board of Trustees meeting. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions: Ms. Lorraine Tidd.

TREASURER'S REPORT:

- Ms. Chmiel explained that FY 2018-2019, ending June 30th 2019, was on pages 8, 9, and 10 with an unspent balance of \$193,584.02. Ms. Chmiel also noted that there will be additional bills from the just-ended FY arriving; some last minute purchases were made. Ms. Chmiel stated that the Library finances are in good standing. A resolution for line-item transfers will be presented.
- Some bills from FY 18-19 could be paid in FY 19-20 due to late billing by the vendor. Those figures will reflect on the appropriate FY as they come up.

- It was moved by Mr. Goldblatt, seconded by Ms. Seratelli to accept the Treasurer's Report. Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays: none. Abstentions – Ms. Lorraine Tidd.

PRESENTATION OF BILLS AS OF JULY 17:

- A payment of \$658.92 on the Bill List to Paulo Goulart covers costs associated with the Eport refurbishment (cables and plugmolds, etc.), and plumbing tools (sink drain cleaning machine) used in the Director's Office bathroom. These purchases were made on Paulo's credit card.
- A payment of \$1,594.15 to Tracy Robinson reflects approved purchases for items for the Teen Space, including a rug and cushions for the Teen Reading Corner.
- Duplication of some payments on the Bill List reflect an accountant error. Ms. Chmiel will consult Roel Laurel about the errors and report back to the Board with the corrected Lists.
- Bill list as of July 17th, 2019 was tabled until next meeting.

TREASURER'S REPORT FY 2019-2020:

- Replying to Mr. Luck's question about collecting a projected \$11,000 in fines, Ms. Chmiel invited Mr. Luck to consult Roel Laurel on that, prior to the Board meeting.
- Mr. Freedman requested a current Capital Funds State Funds report, in order to present considerations to board.
- Ms. Chmiel will advise Roel Laurel that the projected 2019-2020 FY Budget should be adjusted to that of FY 2018-2019, at \$4,310,000.00. There has been no word from the City about the 2019-2020 FY Budget.
- It was moved by Mr. Goldblatt, seconded by Ms. Seratelli to accept the 2019-2020 Treasurer's Report with stipulations on the Budget adjustment to 2018-2019 figures. Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays: none. Abstentions – Ms. Lorraine Tidd.

PRESENTATION OF BILLS AS OF AUGUST 2:

- Bill list as of August 2nd, 2019 was tabled until next meeting, given the confusion on duplicated items.

REPORTS OF STANDING COMMITTEES

- The Personnel Committee will present a report in September, Ms. Serratelli noted.
- The Finance Committee and the Operation and Facilities Committee should meet to review the two responses to the Library's Request for Qualifications on Architectural and Engineering Services. We hope for a response from Paradigm, regarding the roof; and expected to use USA Architects for the curbing project, but it appears USA is also qualified to address the roof concerns.

REPORTS OF AD HOC COMMITTEES

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- The library has been busy during summer with children's programs; at one Eport event 86 people were in attendance.
- Eport Branch Library is ready to celebrate its reopening on Saturday, September 7, 2019 at 12:00 noon, Ms. Chmiel encourages Board members to attend. The Children's Dept has booked a local performer for a 1:00pm performance, with cake to follow. Additional refreshments will also be ordered. Invitations have been sent to the Mayor, and Council.
- The Library is waiting for Catholic Charity to respond on flooding in the vestibule; before and after pictures were send to them.
- New opening hours of 10:00 to 6:00pm, Monday through Friday, are established at Eport Branch Library; Saturdays remain 9:00 to 5:00pm. There has been no negative feedback regarding the change.

- An additional camera was installed by Edwin Lopez at Eport Library to improve backdoor visibility.
- The week of September 16, 2019 a bifold door will be installed at Elmora by Jaeger Lumber.
- Ms. Chmiel recommends installing a painted wooden “Elmora Library” sign in front of the Elmora Library.
- Before the end of the 2018-2019 FY, the Elmora Library had new staff chairs.
- Groundwork Elizabeth covered the corner of the back yard at Elmora, where the water tends to pool, with gravel.
- The Elmora bathrooms are completed; the Library received a reimbursement check of \$53,025 from CDBG funding.
- There is some uncertainty regarding the latest round of CDBG funding, which we plan to use for ADA improvements to the curbing in the Library parking lot.
- Flexible height office desk refers to an adjustable surface that will allow staff to both stand and sit.
- Each Reference staff member has their own desk from which to work when they are off desk.
- The pavers at Main were one of the Risk Assessment issues identified by CHUBB. Ms. Chmiel spoke with the City regarding the handling of what would be a very large project. John Papetti recommended a vendor who apparently spends the summer in Italy. Meanwhile Mr. Goulart has addressed a fairly large area of uneven pavers; unfortunately, there isn’t a solid base beneath the pavers; only sand supports the bricks.
- The reference to Memorial Funds is a group that wants to donate funds to the Library; they contacted Tracy Robinson since she is managing Elmora Library’s Garden. About \$1,000 has been received; two Pergolas were purchased for Elmora’s garden.
- SonicWall makes equipment that safeguards our network via a firewall (i.e., a system that monitors and controls incoming and outgoing network traffic based on predetermined

security rules), while Content Keeper, purchased through Comprise, filters data coming through our network under Children's Internet Protection Act rules. Content Keeper software will be covered by E-Rate funds.

- Permission for space to hold Computer Classes at Peterstown has been received. Classes will take place at the Senior Center.
- The Teen's Place at Elmora Branch Library is located in the former reference room. Adults will be able to use the space during school hours.
- Thousands of books go through our circulation system and only two or three will have bug problems. Buying expensive equipment is not a necessary solution; staff should be aware of anything unusual; it is a universal problem. We have flagged a patron who returned some books that were discarded due to the bug issues.
- "Successfully handling of incidents" refers to appropriate staff management of incidents.
- Due to staffing issues, we cancelled a meditation program one evening.
- Teen's Art Opening Celebration refers to an opening Reception on August 7th at 6:00pm.
- Closers or Librarian-in-charge refers to Senior Librarians (or higher) that were trained in closing procedures. The Library is a big building; everybody working should be responsible for clear an area and communicating with supervisors.
- The overnight stay incident was a premeditated incident by a patron who watched our closing procedures. Repeated calls took place regarding motion detector activity; Robert Hydock came to the Library and found everything secured, the police came as well, causing us to assume that an open window created the movement.
- We didn't get the acrylic painting workshops grant. Dario Schoks will teach two free acrylic painting workshops at Elizabeth Public Library courtesy of Union County HEART grant.
- "Graphic novels" refers to stories told with images, like cartoons or Japanese Manga.
- Discarded books will go to Better World Books, where they are sold online.

- A printout of the NY Times bestseller list is placed on the New Books shelves.
- “Switching books from 14 to 28 days” refers to the process of altering a catalog record so a New Book (14-day circ) becomes a Book that circs for 28 days.
- The “African American Elizabeth Vertical File project” refers a collection created to assist patrons to find information on African American history in Elizabeth. The previous collection of articles and clippings vanished.
- The Hamilton Day program was not marketed as Aimee expected. The turnout was disappointing.
- 105 students registered for the Teen’s summer reading club.
- Ms. Serratelli and Mr. Freedman commended the reports by Tracy Robinson and Ally Blumenfeld.
- It was moved by Mr. Goldblatt, seconded by Mr. Freedman to accept the Director’s Report. Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays: none. Abstentions – Ms. Lorraine Tidd.

COMMUNICATIONS:

- CDBG funding offered the Library \$30,000 for Parking Lot Improvements for Main Library, however the description doesn’t match with scope of application: “Funds will be used to purchase a generator for the Trinitas Behavioral Health and Psychiatric Facilities.” Ms. Chmiel will attend a meeting on CDBG funding later this month.
- A notification of the Court, granting a motion for summary judgment on the Library behalf from Fields vs. Trustees of the Free Public Library.
- Regarding GED/TASC FY 2018-2019 reconciliation on page 45: The Library pays the vendor that provides the online test and the students who take the test pay the Library; the Library doesn’t attempt to make a profit, it is more about service to the community.

- The patron who has a cart sitting in the Library parking lot provided documentation claiming that he is entitled to leave it there. City Attorney recommended getting City support, including that of the Police Department; the patron was notified to remove the cart and was very abusive to the police.

UNFINISHED BUSINESS:

- There wasn't further communication from the Community Garden requesting the Library's address for banking purposes.

NEW BUSINESS

- Transfer Report, FY 2018-2019. A resolution is needed to transfer funds from Health Benefits and Prescriptions (employer), lines that were overfunded, to lines that were underfunded.
- Social Security counts all the people we have on payroll throughout the course of a year.
- Mr. Freedman inquired about the \$9,100 expense attributed to "photocopy machines." Ms. Chmiel stated that it refers to the leasing of the library's copy machines. This amount also covers toner, service, parts, etc. Providing patrons with the ability to make copies and prints is a service to the community. We charge only \$.10 per print. The monthly library newsletters are also printed on these copy machines, which is cheaper and more efficient than using office printers.
- Two used tires were purchased given the limited use of the vehicle and the van's age and condition. Mr. Freedman recommends buying new tires.
- RFQ for Architectural/Engineering services package was mailed to committee board.

- It was moved by Mr. Freedman seconded by Ms. Smith to Transfer funds as follows:

Please transfer from the following categories:

Health Benefits	40,000
Pension (Employer)	14,800

TOTAL 54,800

Please transfer into the following categories:

Elevator	1,300
Gas/Heat	2,200
Library Vehicle	250
Mileage	850
New Furnitures & Equipment	24,000
Payroll Processing - ADP	2,400
Photocopy Machine	9,100
Postage	400
Programs Supplies	1,100
Repairs	5,300
Social Security (Employer)	7,900

Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays: none. Abstentions – Ms. Lorraine Tidd.

- A Resolution will be needed to transfer FY 2018- 2019 balances into Capital Funds.
- Mr. Freedman inquired about staff salaries report.
- There is no need for a Motion to increase Administration salaries since it was part of the approved Union contract.
- Mr. Freedman would like to meet with the Operations & Facilities Committee to discuss proposed rules for the Library Construction Bond. The Board President should be present in order to proceed on this, Ms. Chmiel stated. Capital Funds should have a use for, Mr. Freedman added.
- It was moved by Mrs. Serratelli, seconded by Mr. Goldblatt to move the meeting to closed session. Vote: By Acclamation.

- It was moved by Ms. Serratelli, seconded by Mr. Freedman to move the meeting out of closed session. Vote: By Acclamation.

PERSONNEL

- It was moved by Mr. Serratelli, seconded by Mr. Goldblatt to hire Adriana Loyola as a Part-Time Monitor at \$9.99 per hour. Vote: By Acclamation.
- It was moved by Ms. Serratelli, seconded by Mr. Goldblatt to hire Melissa Daza as Part-Time Library Assistant at \$13.48 per hour rate. Vote: By Acclamation.

ADJOURNMENT

- It was moved by Ms. Serratelli, seconded by Mrs. Smith to Adjourn. Vote: By Acclamation.

Ms. Chmiel clarified that a copy of the Board Agenda is send to Board President prior to the meeting.

Meeting adjourned at 7:15pm

Submitted by Ana V. Monje-Medina.