

Board of Trustees

Minutes

August 9, 2016

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on August 9, 2016. Vice President Mr. Freedman called the meeting to order at 5:35pm. A quorum was established by roll call.

ROLL CALL

Present: Veronica Alvero (Late), Ted Freedman, Pearl Serratelli, Earnestine Smith, Kevin Weaver. Absent: Eloy Delgado (Excused), Kenyetta Jackson (Excused), Anne Russell (Excused), and Christian Veliz.

Visitors: Letitia Sweat who resides at 220 West Jersey Street # 14 Elizabeth, NJ 07202.

Ms. Chmiel, Library Director announced that adequate notice of this meeting had been provided by a notice in the Star Ledger. Also, a notice was posted on the bulletin boards of the main library and branches.

MINUTES

It was moved by Ms. Serratelli, seconded by Ms. Smith to approve the minutes from June 21, 2016. Votes: ayes, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

TREASURER'S REPORT:

Mr. Weaver stated that we ended the last fiscal year end with a balance \$7,800.00. Transfers will be approved later in the meeting. Mr. Weaver also noted that for the New Fiscal Year there are 1.6 Million, between the 3 different Bank Accounts. Mr. Freedman questioned the 10-day gap in

fiscal accounting, between June 21 and June 30. Ms. Chmiel will ask Senior Accountant Roel Laurel for the final numbers for FY 2015-2016. This information should be available at the September meeting. Mr. Weaver stated that budget figures this year are lower than last year; 2% increase should show in current budget. Ms. Chmiel noted that we haven't yet received the promised increase, nor have we decided how the increase will be allocated. Ms. Chmiel reminded the Board that when we created the projected budget back in May, prescription costs were lower than \$142,000; Ms. Chmiel is emphasizing to staff that every penny counts. Mr. Weaver noted that the total for Personal is \$2.9 million which is 75% of the budget. Ms. Chmiel noted that she spoke to Linda Poplawski, who handles Health Benefits at City Hall, who said the City has no plans to change health care plans. Ms. Serratelli inquired if we could research for a plan on our own. Ms. Chmiel thought it would be risky if we acted independently, noting that we have a very good plan.

Ms. Chmiel stated that, with the unfilled staff positions that we currently have, we are realizing some savings, especially the 5 months without a Children's Librarian. Ms. Chmiel added that Claudia Flores, a well-qualified bilingual librarian, currently at Plainfield, will start after Labor Day as a Children's Librarian. Mr. Weaver added that we also have saved with the resignation of Mrs. Eppinger and the Archivist Librarian.

It was moved by Mr. Weaver, seconded by Mr. Freedman to approve the Treasurer's Report.

Votes: ayes, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

PRESENTATION OF BILLS:

Mr. Freedman asked what Hillside Library is getting from us; Ms. Chmiel replied that we participated in the digitization of the *Local Source* on a CD Room, and that Hillside Library

handled that project. While EPL had never participated in this project before, Ms. Chmiel noted that we will gauge its benefits now that we have the Local History Room (LHR).

Ms. Serratelli asked what Express Scripts Inc. refers to. Ms. Chmiel replied that it is our prescriptions and should be paid upon receipt. Ms. Chmiel explained some of the invoices, including that to Back Stage Library Works for microfilm storage of the *Elizabeth Daily Journal*; Hope's Promise for the Mini Horse program at Eport's.

It was moved by Mr. Weaver, seconded by Ms. Serratelli to accept the Presentation of Bills.

Votes: ayes, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

REPORT OF STANDING COMMITTEES

Standing Committees did not meet in August.

REPORTS OF SPECIAL COMMITTEES

Special committees did not meet in August.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- Ms. Chmiel notified the Board that the expansion tank on the HVAC system needs to be replaced, and the failure to do so could adversely affect our burners. Ms. Chmiel noted that a vendor charging \$11,000 would place a new tank next to the existing one. Mr. Goulart is exploring less expensive options.
- During National Light Out the Library distributed nearly 200 buttons; Ms. Chmiel thanked Mr. Freedman, Cathy Abbate and Tracy Robinson for representing the Library. 75 Buttons were created during JulyFest. Mr. Freedman asked the cost of buttons maker's equipment. Ms. Chmiel replied that for the large machine about \$300, for the small about \$175 plus supplies.

- Mr. Weaver noted the increased attendance at children's programs this year. Ms. Chmiel said that this was thanks to the UC Freeholders grant that allowed us to expand our program offerings, from a magician, insects, the Mini Horse, to music and dance events. Attendance was up 90% at Eport Branch; Ms. Chmiel commended Dora our current employee of the Month. Some moneys remain from the Freeholder grant, for the new Children's Librarian to allocate.
- Mr. Freedman asked what Make the Road of NJ ID Card is. Ms. Chmiel explained the Mayor's expectations of having an ID card distributed through us, the Library. There was a discussion on utilizing library staff. Mr. Weaver noted that if we have the equipment the library could issue a picture library card; Ms. Chmiel agreed we will look into this. Ms. Smith inquired as to costs. Ms. Chmiel replied that the financials had not been completely calculated. There is no longer a county ID program.
- Mr. Freedman inquired about Building and Grounds, do we have an Electrician on call? Ms. Chmiel replied that we use KOBRA; we are not billed if work is not performed. Ms. Chmiel explained how AC system works, and added that Mr. Goulart is monitoring the situation.
- Mr. Freedman inquired about vending machines. Ms. Chmiel replied that we don't have results yet; the machines have just been set up, but we will know more after upcoming programs. Mr. Goulart provided the electrical work that was required, Ms. Chmiel noted. Ms. Chmiel mentioned Mrs. Eppinger's remark that Woodbridge Foundation funds are coming from vending Machines only. Ms. Serratelli suggested having vending machines at the branches too. Discussion.
- Mr. Freedman asked if there were a relevant announcement from the Chamber of Commerce Breakfast. Ms. Chmiel replied that there was not.

- Mr. Freedman said that Circulation statistics should be updated. It was agreed to change the statistics' color in gray scale.

It was moved by Mr. Weaver, seconded by Mrs. Alvero to accept the Director's Report. Votes: ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

READING OF COMUNICATIONS

- Ms. Chmiel invited Board members to attend a meeting of the Union County Freeholders when ceremonial checks for the Children's programming grant will be distributed.
- Ms. Chmiel commended Aimee Fernandez for the receipt of our first grant from the NJ Historical Commission grant in support of Digitization of the *Elizabeth Daily Journal*.

UNFINISH BUSINESS

- We are awaiting developments on the Kean University program to place Social Work Interns in public libraries.
- Mr. Freedman inquired about Sharon a previous periodical's volunteer. Ms. Chmiel replied that Sharon Anglin was referred by Union County One-Stop Career Center to perform her volunteer hours at the library and even though she was doing well here, we couldn't accommodate her since she was overqualified and she wasn't an Elizabeth resident; Ms. Chmiel noted Doris Barbee a current Easter Seal volunteer employee; Ms. Chmiel described Doris' duties.
- Ms. Chmiel stated that the written resolution for budget transfers will be available at the next meeting.

It was moved by Mr. Weaver, seconded by Mr. Freedman to accept Budget Transfers from FY 2016-2017. Votes: ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

- Ms. Chmiel invited Board members to participate in training to be held at East Windsor by NJ State Library on Saturday, September 10, 2016 9:00-4:00pm. Information on Short Takes for Trustees was also provided.
- Ms. Serratelli inquired about Elmora's conference room. Ms. Chmiel explained that she and Mr. Goulart will review options before presenting a Capital Funds request to the Board; Ms. Chmiel also noted Mr. Goulart's work to save library money. Carpeting is a project that would also come out of Capital Funds, Ms. Chmiel noted.
- Ms. Chmiel highlighted the Community Garden at Elmora; she also mentioned a more ambitious project that would require support from the Mayor. Discussion.
- LMxAC Bingo game was explained by Ms. Chmiel and noted how libraries were integrated.

NEW BUSINESS

- Ms. Chmiel noted Custodial Bid, and that we are currently going month to month.
- Ms. Chmiel stated that Property Committee (Mrs. Jackson, Ms. Smith and Mr. Veliz) could expect to review RFQs for the Bathroom Upgrade that will be partly funded with CDBG funds. Ms. Chmiel will solicit input from City Hall on the proposals as well. Initially we had contacted Netta Architects, who originally proposed a fee of \$10,000, which went up to \$15,000 in a formal document.
- Ms. Chmiel mentioned Three Sons Restoration quotation for roof maintenance.
- Library assistant's Job Description was noted.
- Ms. Chmiel stated that Resolution for Monica Eppinger will be in writing for next meeting.
- Mr. Weaver asked why we have to have a resolution to accept copies of City Council Minutes from the 1950's & 1960's. Ms. Chmiel replied that having the Resolution in the Minutes Book will be helpful for future researchers. Mr. Freedman asked for cost of the

minutes; Ms. Chmiel replied that there is no cost. It was moved by Mr. Freedman, seconded by Mr. Weaver to approve Resolution to accept copies of City Council Minutes 1950's & .1960's. Votes: ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

- Ms. Chmiel encouraged Board members to review Supplemental Reading: Capital Planning Instructions.
- Supplemental Reading: Languages in NJ Schools, 10 largest non-English populations in NJ schools. Mrs. Alvero stated that at her school, Spanish is first, Haitian is second, Arabic is third and Portuguese fourth.

It was moved by Mrs. Alvero, Seconded by Mr. Freedman to move to closed session. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none. It was moved by Ms. Serratelli, Seconded by Mrs. Alvero to move out of closed session. Votes: ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

PERSONNEL

It was moved by Mr. Weaver, Seconded by Ms. Serratelli to accept Monica Eppinger's Resignation. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Ms. Serratelli, Seconded by Ms. Smith to Hire Adeline Cirone as Part Time Library Assistant at \$12.15 Hourly rate. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mrs. Alvero, Seconded by Ms. Serratelli to hire Sayuri Naito as Monitor at Minimum wage. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver, Seconded by Mr. Freedman to hire Claudia Flores as Head of Children's Services at \$61,000 a year. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mrs. Alvero, Seconded by Mr. Weaver to accept Jose Rodriguez's resignation. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver, Seconded by Mr. Freedman to knowledge Brian Murray's departure as not in good standing. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by Mr. Weaver, Seconded by Mrs. Alvero to adjourn the meeting. Votes: Ayes, Mrs. Alvero, Mr. Freedman, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none. Abstentions- none.

The meeting adjourned at 7:30pm

Submitted by Ana V. Monje-Medina