

**Board of Trustees
Minutes
January 19, 2016**

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on January 19, 2016 at the Main Branch. Treasurer Kevin Weaver called the meeting to order at 5:40pm; a quorum was established by roll call.

ROLL CALL

Present: Eloy Delgado (Late), Ted Freedman (Late), Kenyetta Jackson, Anne Russell, Pearl Serratelli, Earnestine Smith, Kevin Weaver.

Absent: Veronica Alvero (Excused), Christian Veliz

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

MINUTES

It was moved by Mr. Weaver, seconded by Ms Russell to approve the minutes from the December 16th Board of Trustees meeting.

Vote: ayes-Mr. Freedman, Ms. Russell, Ms. Serratelli, Mr. Weaver. Nays- none. Abstentions- Ms. Jackson, Ms. Smith.

TREASURER'S REPORT

Mr. Weaver stated the budget was on target, with approximately half of our annual budget of \$4 million remaining, half way through the fiscal year. Mr. Weaver noted that the Finance Committee met and reviewed the FY budget. Mr. Weaver noted that some areas of spending were low and others high, and that some line item transfers will be needed before the end of the

fiscal year. Mr. Weaver verified that the budget is accurate. Ms. Chmiel added that we also have projected income. Ms. Chmiel noted the \$1,200.00 earned at the Elmora Book Sale. Mr. Freedman inquired about \$424.66 invested in LHR. Ms. Chmiel replied that we didn't budget money for LHR and that archival storage material was required to preserve our collection. Ms. Chmiel noted the \$300.00 income on distance research, and added that we will include a budget line for the LHR in next budget.

It was moved by Mr. Weaver, seconded by Ms. Russell to accept the Treasurer's Report. Vote: ayes-, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

BILL LIST

Ms. Serratelli inquired about the payment to the Foundation Center. Ms. Chmiel replied that it was about trainings that enhance the staff performance and knowledge; Ms. Chmiel added that Mr. Alvarez recently participated in one of those training. Ms. Serratelli also asked about Lourdes Tango. Ms. Chmiel replied that Lourdes Tango implemented the Staff Development day. Ms. Chmiel explained in detail Lourdes Tango's presentation and how it could positively affect staff Customer Service skills. Ms. Serratelli inquired about a \$3,397.60 payment. Ms. Chmiel replied that it was the cost of the Burner that Mr. Goulart is installing.

Mr. Freedman asked if the results of the recent energy auction are reflected in the PSE&G bill; Ms. Chmiel replied that will be reflected in February's bill.

It was moved by Ms. Serratelli, seconded by Ms. Jackson to approve the presentation of bills. Vote: ayes- Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

STANDING COMMITTEES

Mr. Weaver reported on the Finance Committee discussion about the remaining money at Wells Fargo Bank and noted that the Auditors will advise on the best investment of the Library's funds. Mr. Weaver mentioned that Capital Reserves will be consolidated in one account. Ms. Chmiel added that \$55,000.00 sitting inactive for unemployment insurance purposes will be added to the reserves.

POLICY COMMITTEE

Ms. Chmiel referred to pg. 32 Changes to Circulation Policy. Ms. Chmiel explained in detail the reasons to adopt the changes. Ms. Chmiel recommended adding "A lost item cannot be replaced with the donation of a similar or exact item" to the policy change. Ms. Jackson stated that the figures are too pricy. Ms. Chmiel went over individual item costs. There was a discussion on the price of each item. Ms. Chmiel stated that those prices are to incentivize patron return of materials, not to gouge them.

It was moved by Mr. Weaver, seconded by Mr. Delgado to approve changes to the Circulation Policy. Vote: ayes- Mr. Delgado, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

STAFF PRESENTATION

Ms. Chmiel introduced Tracy Robinson, our Teen Dept Library Associate. Ms. Robinson stated that she has completed 12 credits towards the Master's Degree requirement of 36. Tracy shared a link that she made collecting resources for the aging citizens of Elizabeth, NJ, noting that she earned recognition last year at the Pratt Institute's annual "INFO SHOW" for this project. The link for this work can be found here: <http://libraryschool.libguidescms.com/aginginelizabeth/welcome>. Tracy also shared a link for the Great Stories Club (<https://apply.ala.org/gscmedia>), a project she was awarded through the American Library

Association. Tracy said that her teen “Great Story Club” participants (ages 12-16) have been asked continue their book discussions on twitter using the hashtag: # greatstoriesclub and others are welcome to follow the twitter feed. Tracy Robinson presented the books that she will use in the project. FEED (Awakening), HUNGER GAMES (Resistance), MARCH (Revolution). Mr. Delgado commended Tracy’s job with teenagers.

DIRECTOR’S REPORT

Consult your packet for the complete report. Highlights include:

- Ms. Serratelli asked about the elevator issues and suggested posting big signs for directions. Both Ms. Chmiel and Ms. Eppinger noted that sensitivity of the sensors controlling the doors.
- Ms. Jackson inquired about elevator’s door bumpers. Ms. Chmiel explained that technology regulations have changed due to accidents. Ms. Chmiel noted that more signs will be posted regarding the elevator doors.
- Ms. Serratelli asked about Lightpath telephone service. Ms. Chmiel explained some of the holdups.
- Ms. Chmiel noted the statistics on Computer use at the LaCorte branch and the popularity of our Internet service.
- Mr. Freedman inquired about the methodology for counting transactions in the Reference Dept. Ms. Chmiel replied that each individual questions counts as a transaction.
- Mrs. Eppinger added that one person could ask more than one question and still be counted as one transaction.

It was moved by Mr. Weaver, seconded by Ms. Jackson to approve the Director’s report.

Vote: ayes- Mr. Delgado, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

COMMUNICATIONS

- Ms. Chmiel presented Ms. Serratelli and Ms. Russell's re-appointment letters for an additional 5 years each, and Ms. Smith's appointment letter. Mr. Delgado congratulate Ms. Smith.
- Ms. Chmiel presented updated contact list for Board of Trustees members.
- Receipt from GovDeals.com for the sale of 4 routers for \$1,350.00
- Thank letter from Jennifer M. Vriens, M.C., CFRE, to Ms. Chmiel for Trustee support of the Empowering Women program at the YWCA.
- A subpoena from Garwood Police Department. Mr. Delgado thanked Ms. Chmiel for her actions.
- Ms. Chmiel noted Archival donations from Jacqueline Geishman, a former trustee. Ms. Russell shared memories of Ms. Geishman with the board members.
- Email from Carolyn Geeding on a mention of the Elizabeth Public Library on an NPR radio call-in.

UNFINISHED BUSINESS

- Ms. Chmiel enlarged upon the Staff Day presentation by Lourdes Tango.
- Ms. Chmiel noted that everything we posted in Govdeals.com auction was sold.

NEW BUSINESS

Mr. Delgado welcomed Ms. Ernestine Smith who prefers the first name appellation of Tina. Ms. Chmiel provided Ms. Smith with the December Board packet, Library Bylaws, and the updated Trustee contact list. She will provide a copy of the Trustee Manual at the next meeting.

Ms. Russell asked about Mr. Whitley. Mr. Delgado noted that Mr. Whitley had served on the Board for as long as 10 years. Mr. Delgado will ask to the Mayor for Mr. Whitley's resignation letter.

Ms. Chmiel presented Tracy's Tuition Refund \$1,500.00 application.

It was moved by Mr. Delgado, seconded by Ms. Jackson to move the meeting to closed session.

Vote: ayes- Mr. Delgado, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

PERSONNEL

It was moved by Mr. Weaver, seconded by Ms. Serratelli to move out of closed session.

Vote: ayes- Mr. Delgado, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

There were no Personnel issues to vote on.

ADJOURNMENT

It was moved by Mr. Delgado, seconded by Ms. Serratelli to adjourn the meeting. Vote: ayes- Mr. Delgado, Mr. Freedman, Ms. Jackson, Ms. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

Meeting adjourned at 7:05pm

Submitted by: Ana Violeta Monje-Medina