

**Board of Trustees  
Minutes  
February 16, 2016**

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on February 16, 2016 at the Main Branch

Vice-President Mr. Freedman called the meeting to order at 5:35pm. A quorum was established by roll call.

**ROLL CALL**

Present: Veronica Alvero, Ted Freedman, Kenyetta Jackson (Late), Anne Russell, Ernestine Smith, Kevin Weaver

Absent: Eloy Delgado (Excused), Pearl Serratelli (Excused), Christian Veliz (Excused)

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**

Ms. Chmiel announced that we are trying to condense the Board of Trustees minutes; Mr. Weaver supported Ms. Chmiel's efforts.

It was moved by Mr. Weaver, seconded by Ms. Russell to approve the minutes from the January 19<sup>th</sup>, 2016 Board of Trustees meeting.

Vote: ayes - Mr. Freedman, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Ms. Alvero – Nays - none.

**TREASURER'S REPORT**

Mr. Weaver stated the budget was on target, with a \$117 million balance remaining. Ms.

Chmiel mentioned that 38% of the year was left and 43% of the Budget. There were a few questions from Trustees regarding items in the budget, and Ms. Chmiel answered them adequately.

It was moved by Mr. Weaver, seconded by Ms. Russell to approve the Treasure report.

Vote: ayes - Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

### **PRESENTATION OF BILLS**

It was moved by Mr. Weaver, seconded by Ms. Russell to approve the Presentation of Bills.

Vote: ayes - Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

### **DIRECTOR'S REPORT**

**Consult your packet for the complete report. Highlights include:**

- Ms. Chmiel stated that we have new telephones; there will be new messages and we are saving a lot of money since Verizon was very pricy.
- Ms. Chmiel stated that there was a break-in at Eport Branch and we were not informed about the incident. The police said that they didn't have contact information through Catholic Charities' security company; Ms. Chmiel will look in to that. One computer was stolen in the incident; Ms. Chmiel also reported that the Eport branch would remain closed for a number of days due to the repairs to the glass door and the temporary loss of water.
- Makers Day will be March 19<sup>th</sup>. Activities include making robots, sewing, knitting, crocheting, making music.
- Black History displays, prepared by the library's staff, are on view in the Library; on the

27<sup>th</sup> Marilyn Herod will celebrate Black History Month (African Foods); and our staff will host a movie and discussion on *Fruitvale Station*.

- Valentine's Day programs took place at the branches.
- Mrs. Eppinger noted that the Circulation Dept has been updating library cards with email addresses through a Valentine's Day promotion.
- Mr. Freedman inquired about the motivation to change the Adult Services Department; Ms. Chmiel said it is intended to sharpen focus on various services.
- Smart Kiosk will be installed on second floor; it will improve patron convenience and interact with SAM software.
- There are no more tax appointments available; walk-ins will be accepted during one hour of the day only.
- Ms. Chmiel stated that we are working on getting more programs for adults to enjoy. Mrs. Eppinger cited the group of people that worked on the book sale. Ms. Russell commended volunteer Marie's dedication. It was decided to prepare a Thank You card for her.
- Mr. Freedman inquired about the Mayor's meeting; Ms. Chmiel replied that it addressed a new law focusing on rehabilitation of ex-offenders; Ms. Chmiel offered library space for any programming/training.

It was moved by Mr. Weaver, seconded by Mrs. Alvero to approve the Director's Report.

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none

## **UNFINISHED BUSINESS**

Ms. Chmiel stated that Resolution on the agenda was approved before. The exact language only

was being approved.

## **NEW BUSINESS**

It was moved by Mr. Weaver, seconded by Mr. Freedman to approve the Resolution to submit CDBG application and to support bathroom renovations with \$60,000 in funds from Capital Reserve.

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

It was moved by Mr. Weaver, seconded by Mr. Freedman to approve Resolution for the closing of the Wells Fargo Unemployment Account.

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

It was moved by Mr. Weaver, seconded by Mrs. Alvero to approve Resolution for Elmora Meeting Room to be used as a Polling Station on Tuesday, June 7.

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

Resolution on thanking Mr. John Whitley for his services to the Board of Trustees will be prepared and presented to the Board members for approval.

The ESL item on the agenda referred to Syria Refugees students who have requested a quiet classroom space; additionally, Ms. Chmiel reported that she has denied a request to record or film their ESL activities in the Library.

The Finance Committee will review budget spreadsheets prepared by Ms. Chmiel and determine if a meeting with the Mayor is appropriate.

Children's Dept has been closed Fridays at 7:00 PM; no complaints have been received. Ms.

Chmiel noted that we should take Ms. Serratelli suggestion to extend hours in the summer and curtail them in the winter under advisement. Mrs. Eppinger recommended an online survey to gauge public opinion on library hours.

**CORRESPONDENCE:**

- Star Ledger post on Security Guard Services Bid notice dated February 18<sup>th</sup>
- Mr. Freedman recommended adding the Library address on Public Announcement for Board Meetings
- The City Attorney's letter to the Auditors was reviewed; Ms. Chmiel promised to forward the audit draft to the Finance Committee.
- PSE&G Notification about our new energy provider Hudson Energy Saving was reviewed; rate charges will be reflected in next month's bill.

It was moved by Mr. Weaver, seconded by Mr. Freedman to move to closed session.

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays- none.

**PERSONNEL**

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

Vote: ayes- Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: - Nays- none.

**ADJOURNMENT:**

It was moved by Mr. Weaver, seconded by Mrs. Alvero to adjourn the meeting.

Vote: ayes - Ms. Alvero, Mr. Freedman, Mrs. Jackson, Ms. Russell, Ms. Smith, Mr. Weaver.

Abstentions: Nays - none.

Meeting adjourned at 7:25pm

Submitted by: Ana Violeta Monje-Medina