

## **Board of Trustees Minutes – January 15, 2019**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on January 15, 2019. Vice President Aaron Goldblatt called the meeting to order at 5:40pm. A quorum was established by roll call.

### **ROLL CALL**

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

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.

No Visitors.

### **MINUTES**

It was moved by Mr. Delgado, seconded by Mr. Goldblatt, to approve the minutes from the November 20<sup>th</sup> Board of Trustees meeting. Vote: By Acclamation.

### **TREASURER'S REPORT:**

- Ms. Chmiel stated that six months into the year, the Library finances are in good standing; some lines are a little high, however, we continue to spend conservatively in order to insure the library budget is secure as we move forward.

It was moved by Ms. Serratelli, seconded by Ms. Smith to approve the December Treasurer's report. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.

- The negative balance on the Building and Maintenance Repair line reflects service and maintenance of our HVAC equipment, the fix to our main water line and other repair work.

- It was moved by Ms. Russell, seconded by Ms. Kelly to approve the January Treasurer's report. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- After the Book Sale, the Library discards some of the unsold books and others are kept for subsequent sales, Ms. Chmiel stated. Ms. Serratelli recommended contacting Trinitas Hospital to see if they would accept donations.

### **PRESENTATION OF BILLS:**

- Mr. Cordova inquired who decides the projected budget. Ms. Chmiel replied that this is based on the previous year's funding level in each category. Roel Laurel, Senior Accountant, and Ms. Chmiel decide on the projected budget for the year and it is presented to and approved by the Board. The fiscal year starts on July 1 of each year.
- It was moved by Ms. Serratelli, seconded by Mr. Cordova to approve the December Bill list. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms Ann Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- Ms. Chmiel and Ms. Monje met Delta Dental's representative Edmund Palmieri; there are minimal changes to our policy coverage. Mr. Palmieri recommends contacting Kimberly Palmieri-Mouded, his daughter and the newest County Freeholder, for future Library support.
- \$150.00 paid to David Klinge for a Children's program on Archeology & Mummies.
- It was moved by Ms. Serratelli, seconded by Mr. Delgado to approve the January Bill's list. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.

### **REPORT OF STANDING COMMITTEES**

- Ms. Chmiel attended the inaugural January 6<sup>th</sup> Friends of the Library meeting at Elmora. She and Ms. Letitia Sweat were the sole attendees, but Ms. Sweat expressed strong interest in helping to developing a group that would support library programs and events.

## **REPORTS OF AD HOC COMMITTEES**

### **DIRECTOR'S REPORT**

Consult your packet for the complete report. Highlights include:

- We are moving ahead on the Eport Branch carpeting; closing the Eport Branch would be necessary to facilitate these improvements.
- The Library was acknowledged at the Mayor's State of the City Lunch.
- Annual Report 2017-2018 was completed; it is ready for approval and publication.
- Ms. Serratelli noted previous repairs for identical issues during Mrs. Key's administration. The roofing company, Three Brothers, quoted the Library \$48,000 for a two-year maintenance contract, Ms. Chmiel added. There is serious damage to the ceiling and wall on the 3<sup>rd</sup> floor by the staff elevator.
- The CHUBB Risk Assessment to-do list is being addressed. The uneven sidewalk is a large project that may take place in summer. Maintenance staff driver licenses will be reviewed.
- Supplee Clooney & Company's audit report is accessible to Board as they require.
- "Magnetic tape" refers to the book alarm system. New Hybrid gates that read both RFID (radio frequency ID that identifies specific items) and magnetic tape should be implemented since the current security gates function only intermittently. It is an expensive project; however, the gates are a valuable tool to prevent loss. Ms. Chmiel described the system in detail and noted that it is important for the community the recognize that the Library cares about its collections. Ms. Chmiel is not in favor of self-checkout systems.
- LMxAC Library Consortium automatically sends out overdue notices and lost book messages after 6 weeks.

- Ms. Chmiel favors abandoning fines for overdue items. The “read down your fines” program was implemented last year with children under 18.
- The Library has the 6<sup>th</sup> most expensive circulation costs in NJ. Approximately 50% of our new books have not circulated, Mr. Luck stated.
- New cameras were added to the third floor, the loading area, the garage and the Rahway staff entrance.
- Ms. Russell commended Mr. Luck for organizing of the Governor’s press conference.
- It was moved by Mr. Delgado, seconded by Ms. Russell to approve the Director’s Report.  
Vote: By Acclamation.

**COMMUNICATIONS:**

- Letter of recommendation from USA Architects for La Rocca to handle the Elmora Bathroom renovation.
- Letter to Groundwork Elizabeth granting permission to erect a greenhouse in the back lot of the Elmora Library. The excavation and laying of stones at the back of the Elmora property to drain water and gutter runoff in the back corner of the parking lot was completed. Power was added to the shed as part of the project, and will also be provided to the outdoor classroom. Wi-Fi will be available as well at that area.
- Appointment letter for Mr. Bryant Cordova
- Re-appointment letters to Mrs. Kenyetta E. Jackson and Ms. Earnestine Smith

**UNFINISHED BUSINESS:**

- City ID report: the room is always busy. Mr. Luck has been supporting Mr. Leonard Grayson’ Reentry program; recently a young man successfully completed the GED test at the Library’s testing center.
- It was moved by Mr. Freedman, seconded by Mr. Delgado to approve Resolution to award the Elmora Bathroom project to La Rocca. Vote: Ayes – Mr. Eloy Delgado, Mr. Ted

Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions – none

- Eport Branch (102-110 Third Street) 10-year lease extension contract was signed.
- Ms. Smith will start a Friends of the Library group.

## **NEW BUSINESS**

- Welcome to Mr. Bryant Cordova, our new trustee
- Monthly statistics have been updated
- Traffic during the late hours on Thursdays at Elmora as well as on Sundays is strong.
- Ms. Chmiel recommends increasing the “security pay” from \$25.00 per hour to \$40.00. This refers to Bob Hydock responding to emergency calls after hours. It was tabled until the next Board meeting.
- Resolution for Delivery Service does not refer to a service performed by our consortium, LibraryLink NJ used to administer delivery service; however, LibraryLink is not receiving sufficient funding. The resolution supports increased funding.
- It was moved by Mr. Delgado, seconded by Ms. Serratelli to approve Current Level of Statewide Library Delivery Services Resolution. Vote: By Acclamation.
- The Main Library gates have been repaired multiple times; Ms. Chmiel strongly recommends replacing them. Two quotes were added to the board packet. Ms. Chmiel explained the procedure: \$8,500 is the lowest quote; we are not required to go out to bid at this price point, but it is strongly recommended that we obtain three quotes.
- Mr. Mark Chomik of Stan & Son provided a roof repair quotation (\$13,580); ~~as results~~ there are 58 missing or damaged roof tiles. We are expecting more quotes.
- Ms. Serratelli presented the Nomination Committee’s slate for board officers as follows: Mr. Eloy J. Delgado (President), Mrs. Connie Pires Sanchez (Vice President), Mr. Aaron

Goldblatt (Treasurer) and Ms. Earnestine Smith (Secretary). As Mrs. Connie Pires Sanchez resigned; Mr. Delgado nominated Ms. Serratelli for Vice President.

It was moved by Mr. Freedman, seconded by Ms. Russell to approve Election of Officers as presented. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.

It was moved by Mr. Delgado, seconded by Mr. Cordova to move the meeting to closed session. Vote: By Acclamation.

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

## **PERSONNEL**

- Paul Eanes expects his second child
- Frank Castro expects his first child
- Claudia Flores expects her second child
- Rachelle Klinge is retiring as of May 31<sup>st</sup>, 2019
- Now we have 65 persons on the Library payroll, which allows us to enlarge the part-time staff working IT with Edwin Lopez. Kevin Damas and Christian Medina will help with setting up new computers, handle our Mobil Tech classrooms, and perform other tasks as required.

## **ADJOURNMENT**

It was moved by Mr. Delgado, seconded by Ms. Kelly to adjourn. Vote: By Acclamation.

Meeting adjourned at 6:45pm

Submitted by Ana V. Monje-Medina.