

## **Board of Trustees Minutes – June 18, 2019**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on June 18, 2019. President Eloy Delgado called the meeting to order at 5:30pm. A quorum was established by roll call.

### **ROLL CALL**

Present: Eloy Delgado, Ted Freedman, Aaron Goldblatt, Kenyetta Jackson, Kristin Kelly, Anne Russell, Pearl Serratelli, and Earnestine Smith. Absent: Lorraine Tidd (Not Formally Sworn In).

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: Victoria Cardona who resides at 217 Vine St., Elizabeth, NJ 07202, and Alexandra Apat a resident of 1041 Seib Ave., Elizabeth, NJ 07202. Ms. Cardona and Ms. Apat, Elmora Community Garden Board members, requested authorization to use Elmora's mailing address for banking purposes.

### **MINUTES**

It was moved by Ms. Serratelli, seconded by Ms. Russell, to approve the minutes from the May 21<sup>st</sup> 2019 Board of Trustees meeting. Vote: Mr. Eloy Delgado, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstain: Mr. Ted Freedman, Mr. Aaron Goldblatt and Mrs. Kenyetta Jackson.

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

- Mr. Goldblatt stated that the Library finances are in good standing. Some lines are in red, but others are under expended.
- Ms. Chmiel acknowledged that the "Insurance" line under the "Administration" heading was under-budgeted. The billing for insurance coverage does not necessarily follow either a

calendar year or our fiscal year cycle. Consequently, some bills from FY 17-18 could be paid in FY 18-19 and some could have been paid in FY 16-17. Some policies have a start date in October, some in August; we have multiple policies, all with different billing cycles. In addition, in FY 17-18 we received a refund on the Workers Compensation Policy.

- The Insurance line was raised 3% for FY 19-20, which has been the average increase over the past 3-4 years. Ms. Chmiel will consult Mr. Roel Laurel (library Senior Accountant), if necessary. Treasure Committee will look into this issue.
- Mr. Freedman recommends adding Capital Funds into Board Treasurer's Report. Capital Funds have not typically been included in the Treasurer's Report, Ms. Chmiel noted.
- Ms. Chmiel stated that almost \$15,000 in interest was received as income in FY 2018-2019.
- It was moved by Mr. Freedman, seconded by Mrs. Jackson to include Capital Funds in the monthly Treasurer's Report. Vote: Ayes – Mr. Freedman, Mrs. Jackson, and Ms. Serratelli. Nays: Mr. Eloy Delgado, Mr. Goldblatt, and Ms. Kristin Kelly. Abstentions - Ms. Anne Russell, and Ms. Earnestine Smith. The Motion to include Capital Funds in the monthly Treasurer's Report was tabled.
- It was moved by Ms. Russell, seconded by Ms. Smith to accept the Treasurer's Report as of June 7<sup>th</sup>, 2019. Vote: Ayes – Mr. Eloy Delgado, Mr. Goldblatt, Mrs. Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays: Mr. Freedman. Abstentions - none.

#### **PRESENTATION OF BILLS:**

- It was moved by Mrs. Jackson, seconded by Ms. Serratelli to approve Bill list as of June 7<sup>th</sup>, 2019. Vote: Ayes – Mr. Eloy Delgado, Mr. Freedman, Mr. Goldblatt, Mrs. Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.

#### **REPORTS OF STANDING COMMITTEES**

Committees are expected to meet in July and August and report in September regarding recommendations and modifications or rejection of recommendations and modifications, Mr. Delgado noted.

## **REPORTS OF AD HOC COMMITTEES**

### **DIRECTOR'S REPORT**

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

- The library is understaffed due to one maternity leave, and three bereavement absentees.
- The Elmora bathroom is open; toilets there became unexpectedly backed up during June polling hours; remedying this issue was handled and funded by the City.
- Mr. Goulart replaced a sink pipe in the Library Director's office.
- The Volunteers' Luncheon took place on June 8<sup>th</sup>, 2019. The Elizabeth Arts Council, the Mayor, Mr. Freedman, AARP tax preparers, and many other volunteers participated. Sheriea Johnson and Violeta assisted Ms. Chmiel with the set-up.
- Faronics is the name of a software company.
- Ally and Marc participated in the Union County Pride event on Saturday, June 15, 2019.
- Mr. Fredman and the Library participated in the City's Earth Day Clean up event.
- It was moved by Ms. Serratelli, seconded by Mr. Goldblatt to approve May 21<sup>st</sup> 2019 Director's Report. Vote: Ayes – Mr. Eloy Delgado, Mr. Freedman, Mr. Goldblatt, Mrs. Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Abstentions - none.

### **COMMUNICATIONS:**

- The Board's NJLTA membership cards were distributed.
- Communication regarding the Fields litigation refers to an incident that took place back in 2014. The CHUBB legal department is managing the situation.

- The annual Midtown Elizabeth meeting will take place on July 10<sup>th</sup> 2019; Ms. Chmiel plans to attend.

#### **UNFINISHED BUSINESS:**

- The City ID report is included in Mr. Luck's report.
- The Eport Branch grand re-opening will take place on July 20<sup>th</sup>, 2019. The Mayor will be invited and Board members are encouraged to attend.
- The Eport Branch's hours were modified to 10 am to 6 pm, Monday through Friday to allow after-school children expanded access; Saturday hours remain 9 am to 5 pm.
- Formation of a Friends of the Library Group remains in-process.
- On Monday, June 17, 2019, staff from the U.S. Census Bureau were at the Library to promote available census jobs.

#### **NEW BUSINESS**

- Ms. Chmiel stated that repairing the water damage to the wall outside the Director's Office on the third floor was supposed to be performed as part of the building renovation concluded before her time as Director. The flat roofing was apparently improperly installed; however, it came with a 20-year warranty. One out of three potential roof quotes was from Stan and Son – the company that did the original work; the other two companies with interest in the job did not want the job after inspecting the roof.
- Ms. Chmiel recommends hiring a consultant at a cost of \$7,800 to evaluate the building's needs. Ms. Chmiel will consult with the City Legal Dept. regarding an RFQ. The Board agreed to seek an evaluation from a firm with historic preservation experience. An RFQ should be posted by July 15<sup>th</sup>, 2019.
- Board agreed that the Elmora Community Garden should speak directly with a potential bank regarding the requirements to open an account.

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

## **PERSONNEL**

- It was moved by Mr. Jackson, seconded by Ms. Serratelli to hire Evelyn Vera as Part-Time Maintenance/Cleaning at \$12.85 per hour. Vote: By Acclamation.
- It was moved by Ms. Kelly, seconded by Ms. Russell to hire Halsey Lonza as Part-Time Library Assistant at \$13.48 per hour rate. Vote: By Acclamation.
- It was moved by Ms. Serratelli, seconded by Mrs. Jackson to Adjourn. Vote: By Acclamation.

Meeting adjourned at 6:45pm

Submitted by Ana V. Monje-Medina.