

# **Board of Trustees**

## **Minutes**

**June 21, 2016**

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on June 21, 2016

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

### **ROLL CALL**

Present: Eloy Delgado, Ted Freedman, Anne Russell, Pearl Serratelli, Earnestine Smith, Kevin Weaver.

Absent: Veronica Alvero (Excused), Kenyetta Jackson (Excused), Christian Veliz.

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 Mr. Weaver, seconded by Ms. Russell to approve the minutes from May 24, 2016. Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

Mr. Delgado inquired about the status of Social Worker Intern. Ms. Chmiel said that the student will be established in Periodical Reading area; the requested revisions to the Kean contract are still under review by the Kean Legal Dept. Ms. Chmiel explained that Kean University student

social workers will be assisting with social services needs such as housing, food, and clothing.

Ms. Chmiel added that we won't supervise them.

### **TREASURER'S REPORT**

Ms. Chmiel stated that she and Senior Accountant Roel Laurel will provide details on the \$27,000 in transfers that will be necessary to balance the budget. Mr. Weaver stated that following the transfers we hope to have \$69,000. It was agreed to vote via phone on the transfer resolution once completed. Ms. Chmiel stated that \$34,000 Library Interior figures are deducted from Capital.

Mr. Freedman inquired about Current/Projected items on the Finance Report. Ms. Chmiel replied that these represent pending Vouchers and Purchase Orders for which we haven't yet cut a check. Mr. Weaver expressed satisfaction that between the two accounts totaling over \$1 million at PNC, \$600 in interest had been generated. It was moved by Mr. Weaver, seconded by Ms. Serratelli to approve the Treasure Report. Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

### **PRESENTATION OF BILLS**

Mr. Delgado asked if the Chiller was fixed. Ms. Chmiel replied that chiller was serviced and started a month ago. CORE Mechanical charged \$2,300 - \$15,000 less than the quote provided by Carrier. Ms. Chmiel explained in detail the electrical abnormalities that Mr. Goulart found between the staff bathroom ventilation system and the chiller. It was moved by Mr. Delgado, seconded by Ms. Russell to accept the Monthly Bills. Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

### **REPORT OF STANDING COMMITTEES**

Standing Committees did not meet in June.

## **REPORTS OF SPECIAL COMMITTEES**

Special committees did not meet in June.

Mr. Delgado asked if we have received a confirmation of the 2% budgeted increase. Ms. Chmiel replied that besides Mr. Zangara's comment at a meeting, we haven't received an official confirmation.

## **DIRECTOR'S REPORT**

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

- Ms. Chmiel notified the Board that the LaCorte branch will start a series of summer programs today, June 21<sup>st</sup> with Eyes of the Wild "Survival of the Fittest." These programs are made possible through the Freeholders grant for Library services for children. Mr. Delgado offered to help advertise Library summer programs.
- Ms. Chmiel commented that children will have access to several animal programs such as the Miniature therapy horse Michelangelo, a python and several wild animals.
- Ms. Serratelli shared her experience at the hospital with therapy dogs.
- Ms. Chmiel share the completed 2014-2015 Annual Report.
- Ms. Chmiel also promoted LMxAC Bingo, explaining how to play it, and encouraging the trustees to play, as an excuse to visit and explore other libraries. Ms. Chmiel gave directions on how to access other libraries.
- Ms. Serratelli asked if we had distributed the Annual Report before. Ms. Chmiel answered that she had done so in late 2014. Ms. Chmiel stated that she had earlier sent Board members a draft of the Report, prior to its printing. The Trustees agreed that they had never reviewed earlier editions of the Annual Report prior to 2014. Ms. Chmiel added that Annual Report will be hand delivery to City Hall for the Mayor and the City Council.

- Ms. Chmiel mentioned potential A/C issues at Elmora branch; Mr. Goulart is monitoring the situation, and will be in contact with CORE to assess our costs and needs.
- Ms. Chmiel invited the Trustees to visit the Hamiltonian display on the second floor of the library. Mr. Freedman said that it will be nice to invite a Broadway Show representative. Ms. Chmiel acknowledged that on July 7 & 8 the Hamilton Awareness Society will be in Elizabeth. The Mayor will be invited to visit the Local History Room.
- Ms. Chmiel and Mrs. Eppinger attended The AJ Meerwald Press Conference on June 20<sup>th</sup> at the Elizabeth Waterfront Marina.
- Mr. Delgado asked how many kids we are expecting to visit the Library this summer. Ms. Chmiel replied that we have advertised at the branches and are talking up our events whenever possible. Ms. Chmiel also mentioned that she had send fliers related to the Library summer programs to Mrs. Jackson and Mrs. Alvero.
- Mr. Freedman said that Circulation statistics should be updated; he also questioned the number of users of the *New York Time's* visitor pass. Ms. Chmiel confirmed the numbers were accurate.

## **READING OF COMUNICATIONS**

- Ms. Chmiel noted Ms. Russell's thank you card for the bouquet she received at the hospital. Ms. Russell shared her experiences during 10 days at the hospital due to her health condition.
- Invitation to the Mayor to visit our multiple summer programs, including the recently discovered Hamilton papers at the library.
- Ms. Chmiel noted pages 28, 29 and 30 contain a HVAC Needs Assessment created by Mrs. Eppinger and Mr. Goulart that provides a guide for future maintenance and service needs.

## **UNFINISH BUSINESS**

- Mr. Freedman stated that Societal Benefits contributions should cover the HVAC improvements that we require. Ms. Chmiel explained why the potential PSE&G grant couldn't apply to our building.
- Ms. Chmiel stated that more money will be invested at Elmora AC. Core will include materials.
- Telephone's greeting message was changed.
- Mr. Weaver asked the purpose of the HVAC needs assessment. Ms. Chmiel replied that it was compiled to help Board members advice, make suggestions and express concerns to Ms. Chmiel.

## **NEW BUSINESS**

- Ms. Serratelli asked when we will have a new door at Elmora's theater; Ms. Chmiel replied that she had discussed this project with Mr. Goulart.
- Ms. Chmiel showed the material selections and explained in detail the purpose of the glass-framed walls behind the Teen Dept. Ms. Chmiel said that \$25,930.80 will be the cost for that project; it would be deducted from Capital funds. The Library has big areas that are not designed to meet our current needs and should be redesigned for the community's benefit.
- Mr. Freedman asked if that amount will be additional to the \$35,000 already spent on Teen furnishings; Ms. Chmiel replied that eventually more tables and chairs will be added to the Teen Dept. Table and chair needs for the new classroom space will have to be assessed as the space is reconfigured.
- Mr. Freedman asked, regarding the LWD grant, who will manage and how Literacy Volunteers get paid. Ms. Chmiel stated that Literacy Volunteers will manage their own staffing. Some of their financial support will come from the LWD grant.

- Ms. Serratelli inquired when we will have another printer at Elmora. Ms. Chmiel stated that it is on To Do list. It was moved by Mr. Weaver, seconded by Mr. Freedman to use Capital Funds to purchase/install glass-wall classroom space on 3<sup>rd</sup> floor. Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.
- Ms. Serratelli asked about vending machines on 4<sup>th</sup> floor; Ms. Chmiel shared her experience at Long Branch Library, and how she thinks the convenience of the machines will provide the Library with income. (discussion) The Board agreed to the new vending machines.
- December 23 procedure [office closed; building open; comp time for Administration staff] (discussion) It was agreed that the Library will be open on Friday 23; however Administration Office will be closed.
- Mural Agreement: Ms. Chmiel noted that even though she is not keen about it, we have to accept it (discussion) Mr. Delgado said to add some suggestion and sign it. The Mural Agreement was approved.
- Ms. Chmiel presented a Public Comment Policy. It was agreed to retain it as a draft.
- Board members discussed about who will attend 2016 New Jersey Library Trustee Institute conference. No decision established.

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

## **PERSONNEL**

It was moved by Mr. Weaver, Seconded by Mr. Delgado to accept Raises/Promotions, effective August 1, 2016.

- Tracy Robinson – increase salary to be compatible with Frank & Aimee, \$36,662
- Lisa Bennett – promote to Supervising Library Assistant, at a minimum of \$36,400
- Cathy Abbate – promote to Principal Library Assistant, with a minimum salary of \$32,000 [Cathy must first get CS promotion to Senior Library Assistant]
- Hire Kevin Demas as PT Computer Service Technician, for which our minimum is \$16.24/hour

Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr.

Weaver. Nays- none. Abstentions- none. It was moved by Mr. Weaver, Seconded by M. Russell

to adjourn the meeting. Votes: ayes, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli,

Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

The meeting adjourned at 7:35pm

Submitted by Ana V. Monje-Medina