

**Board of Trustees**  
**Minutes**  
**March 15, 2016**

The regular monthly meeting of the Board of Trustees for the Free Public Library of Elizabeth, NJ, was held on March 15, 2016 at the Main Branch

President Mr. Delgado called the meeting to order at 5:30pm

A quorum was established by roll call

**ROLL CALL**

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

Absent: Kenyetta Jackson (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 Mr. Delgado to approve the minutes from the February 16<sup>th</sup> Board of Trustees meeting with the following amendment:

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

Amended to:

Ms. Chmiel announced that we are trying to condense the Board of Trustees minutes; Mr. Weaver supported Ms. Chmiel's efforts, where condensation does not omit relevant information.

Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Russell, Ms. Serratelli, Ms. Smith

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

### **TREASURER'S REPORT**

Mr. Weaver stated that the budget is accurate; there is money to pay bills and still money in the budget. Ms. Chmiel noted, per page 9, that we will pay out the employer portion of the State pension, \$315,000, in May, an increase of \$15K over our initial projection. Next year could bring another increase.

There followed a discussion on the FY 2016-17 budget, with Mr. Weaver acknowledging that we have to show increased costs to justify an increased budget. Options discussed included a budget increase of 2%, and a curtailment of Library hours, particularly at the branches on Saturdays. Ms. Chmiel would develop further projections and investigate the best way to approach City Hall on this issue. Ms. Serratelli noted that we haven't had an increase but we haven't had any cuts the past 8 years either.

### **PRESENTATION OF BILLS**

Mr. Freedman inquired about the PSE&G statement. Ms. Chmiel replied that statement was received today and will be review.

It was moved by Mr. Weaver, seconded by Mr. Delgado to accept the Presentation of Bills.

Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Russell, Ms. Serratelli, Ms. Smith,

Mr. Weaver. Nays- none. Abstentions- none.

### **COMMITTEE REPORTS**

Mr. Delgado stated that there were no Standing Committee meetings; however the 2016 committee assignments had been established, with minimum changes.

Mr. Delgado stated that there were not Special Committees meetings.

## **NEW BUSINESS**

### **DIRECTOR'S REPORT**

Consult your packet for the complete report. Highlights include:

- Ms. Chmiel informed the Board that four Security Bids were received. There were two low bids and two out of range of our projected budget. The City Legal Department advises us to reject both low bids. It is recommended that we repost for bids.
- Ms. Chmiel noted the cosmetic work done to the Director's office by the maintenance staff.
- Ms. Chmiel noted that the Smart Kiosk was installed on the second floor, making life easier for patrons making copies or computer printouts.
- Ms. Chmiel stated that Mr. Delgado has signed the State Aid Certification.
- Mr. Freedman asked for the definition of a paid volunteer. Ms. Chmiel explained that, like our Easter Seal volunteers, a paid volunteer is paid an hourly wage through an outside agency, and then volunteers for the library..
- Tracy Robinson represented the Library on the Mayor's TV show.
- Ms. Chmiel announced Makers Day for March 19<sup>th</sup> ; the Mayor was invited for the quilt reveal. Mrs. Alvero offered to promote Makers Day at the schools.
- Ms. Russell asked the definition of STEM. Ms. Chmiel replied that it's Science Technology Engineering Math topics/programs.
- Local resident Paula Borenstein offered a successful program on The Past, Present and Future of Historic Preservation in Elizabeth.
- Ms. Chmiel stated that, with our E-rate consultant , we have posted Form 470 that

provides a description of services requested and opens the requisite competitive bidding process.

- Mr. Freedman asked about the impact of our current budget upon yoga classes. Ms. Chmiel replied that we pretty much spend our programs budgeted. Mr Weaver asked what other programs are affected by our budgeted. Ms. Chmiel suggested taking money from other lines. It was stated that what is scheduled will be current.

It was moved by Mr. Weaver, seconded by Mr. Delgado to accept the Director's Report.

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

## **COMMUNICATIONS**

- Ms. Chmiel shared information on the Knight News \$3 Million Library challenge.
- Charging for fines: Charging \$1.00/week for DVD's increased our circulation numbers.
- NJLTA membership cards were distributed.
- Bid Fatal Flaw was discussed during Security Bid portion of the meeting.

## **UNFINISHED BUSINESS**

Mr. Delgado presented resolution thanking Mr. Whitley for his service to the Board.

It was moved by Ms. Russell, seconded by Mr. Weaver to accept the Resolution thanking John Whitley for his services to the Board.

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

Nays- none. Abstentions- Ms. Serratelli

It was agreed to set an appointment with the Auditors in April.

## **NEW BUSINESS**

Ms. Chmiel introduced Archivist Brian Murray and Library Associate Aimee Fernandez, who

are currently working on the special collections materials housed within the Local History Room. An inventory list containing detailed information on our collection was given to each member of the Board. Part of the presentation covered the rare material the LHR staff felt should be auctioned through a reputable auction house to gain revenue for the LHR, essentially material not related to the Library, the City of Elizabeth, or Union County. Certain items, while noteworthy, would be of greater value if sold, in order to sustain materials like the collection of Lincoln mourning ribbons and vouchers signed by Alexander Hamilton. The Local History materials will have greater utility (and hence, value) if items were digitized and made searchable online. Given the expense of such a process, therein lies the wisdom of deaccessioning/selling less relevant materials in our collection. Ms. Chmiel advocates having the entire collection evaluated; Brian has contacts who could be of aid in this regard. Ms. Chmiel suggested bringing an evaluator in to assess the collection. Ms. Serratelli noted that we are not only a Library; “we are a Library that owns a valuable art collection.” The Board members thanked Aimee and Brian for the LHR presentation.

It was moved by Mr. Delgado, seconded by Ms. Russell to reject the Security Contract Bid.

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

Ms. Chmiel announced Earth Day Clean Up in May 3<sup>rd</sup>; Mrs. Eppinger volunteers to participate at the City Hall.

Ms. Serratelli recommended working on relocating the Eport Library Branch, due to the recent breaking in; Mr. Serratelli suggested renting the Carnegie Center at Anna Street. Mr. Delgado stated that a committee will research and study the possibilities.

Ms. Chmiel noted the online Board of Trustees training.

Ms. Chmiel noted supplemental reading “Raising Funds, Brick by LEGO Brick.”

It was moved by Acclamation to move the meeting to closed session.

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

It was moved by Mr. Delgado, seconded by Mr. Weaver to move out of closed session. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Russell, Ms. Serratelli, Ms. Smith, Mr. Weaver. Nays- none. Abstentions- none.

### **PERSONNEL**

It was moved by Mr. Delgado, seconded by Mr. Freedman to accept resignation of Joseph Mack

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

It was moved by Mr. Delgado, seconded by Ms. Russell to accept retirement of Melinda Gauld-Elichko. Vote: ayes- Mrs. Alvero, Mr. Delgado, Mr. Freedman, Mrs. Russell, Ms. Serratelli, Ms. Smith, and Mr. Weaver. Nays- none. Abstentions- none.

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

Meeting adjourned at 7:35pm

Submitted by: Ana Violeta Monje-Medina