

## **Board of Trustees Minutes – May 15, 2018**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on May 15, 2018. Vice-president Aaron Goldblatt called the meeting to order at 5:30pm. A quorum was established by roll call.

### **ROLL CALL**

Present: Ted Freedman (late), Aaron Goldblatt, Kristin Kelly, Anne Russell, Pearl Serratelli and Earnestine Smith. Absent: Eloy Delgado, Kenyetta Jackson (Excused) and Connie Pires Sanchez (Excused)

Ms. Chmiel, Library Director, announced that adequate notice of this meeting had been provided in the Star Ledger. Also, an announcement was posted on the bulletin boards of the Main Library and library branches.

Visitors: No Visitors

### **MINUTES**

It was moved by Mr. Goldblatt, seconded by Ms. Serratelli to approve the minutes from April 17<sup>th</sup> Board of Trustees meeting. Vote: by acclamation. Abstentions - none.

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

As the Treasurer was not in attendance, Ms. Chmiel proceeded to present the report.

- March and April reports were combined due to the library accountant's vacation. The Library has been spending conservatively this year to make sure we don't go over budget. As of today, we are in pretty decent shape, with a couple more payrolls to meet that will impact our total expenditures. Edwin Lopez is working on a project involving TV installations on each floor for marketing purposes. These expenses are earmarked for E-Rate refunds.
- A contract for \$16,968.00 was signed with Binsky Service for maintenance of the chiller system. Several businesses were contacted for maintenance service, but only Binsky indicated an ability to work on our chiller. The contract includes cleaning the tower which hasn't been cleaned in Ms. Chmiel's time.

- We have \$649,698.95 left in the budget until June 30<sup>th</sup>, 2018. We will continue to be very conservative for the following six weeks. We have to work with what we have.
- Checks #27646 and #27647 to Catholic Community Services are for E-Port monthly rent (\$1,887.00) and Security. Mr. Freedman recommended refraining from recurrent bills until next year's budget is established.
- Answering Ms. Serratelli's question about the budget for Fiscal Year 2018 -2019, Ms. Chmiel responded that we don't have an answer yet. Mr. Luck spoke to Councilman Torres about Library needs. Mr. Freedman also attended a CDBG meeting.
- It was moved by Ms. Serratelli, seconded by Ms. Smith to approve April and May Treasurer reports. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.

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

There were more bills added to April Bill List.

- CM General Contractor for \$60,050.00 was our contribution to the renovation to the Main Bathrooms. The City will reimburse us \$88,060.00 for their portion, once we have provided the necessary Voucher.
- Legal services for the Union negotiation was a limited contract; there should be just one invoice.
- It was moved by Ms. Serratelli, seconded by Ms. Russell to approve the April Bill List. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- Check # 27640 (\$167,020.56) to the City of Elizabeth refers to Retiree Benefits.
- Mr. Goldblatt inquired about Line 406, check # 27684 (\$26.00) to Bruce Putz. Ms. Chmiel will consult Mr. Laurel about it.

- It was moved by Mr. Goldblatt, seconded by Ms. Russell to approve the May Bill List. Vote: 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**

Standing Committees didn't meet.

## **REPORTS OF AD HOC COMMITTEES**

Ad Hoc Committees didn't meet.

## **DIRECTOR'S REPORT**

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

- On Tuesday, May 15<sup>th</sup> at 10:00 AM, we opened the bids that were submitted for the uniform security service RFP. We had five potential bidders, but only three responses; one of them our existing vendor. We are not particularly satisfied with the current company due to several issues during their service time. The contract we signed two years ago was \$11.47 per hour rate and we have concerns about salaries. We sent both proposals over to Mr. Ray Bolanowski of the City Legal Department for review. Ms. Chmiel presented Board the two proposals. The contract specs specify less hours, which could have affected the number of responses. Ms. Chmiel referred to Elmora security, stating that we will eliminate security there evenings and Saturdays. We do have a plan of hiring one in-house full-time security staff member which won't negatively affect our budget. This plan eliminated some of the contract hours as well. Our current contract expires in June 6<sup>th</sup>, 2018. The current company has someone that comes monthly to check on their staff, but we mostly communicate through email. Ms. Serratelli noted how unprofessional current contract staffers perform. Ms. Chmiel stated that their current contract was for \$126,000.00 per year, but under the new bid would be \$129,367.00. The second bidder proposed \$155,740.00, but it was not clear whether this was for two years or one. This all may be complicated by a mistake in the RFP and the Board agreed to go out to bid a second time, if necessary.

- The LaCorte carpet is 20 years old; we look forward to upgrading it. \$5,000.00 was reserved last year for that project, however Ms. Chmiel's strong recommendation is to replace all the carpet running from the computers to the children's area for an additional \$6,000.00. The City promised to change a portion of the rug that had water damage caused by a window water leak over many years. Between the two projects we could conceivably replace all the carpet. Ms. Chmiel's concern is mold in the area of the window leak. Ms. Chmiel will update the Board on this situation as it progresses. It was moved by Mr. Freedman, seconded by Mr. Goldblatt to approve One Section Carpeting Renovation at LaCorte Branch for \$11,000.00. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- We had a contract extension for the Elmora Bathroom Renovation; we have an additional \$20,000.00 to put toward that project.
- The Historic Society of Elizabeth NJ Forum 2018 will take place at the Main Library on May 22<sup>nd</sup>, 2018.
- We have finished repairing the Elmora AC. Willdan - the same contractor - is ready to tackle energy savings at Main. We really want an improved HVAC System, Ms. Chmiel added.
- The Carnegie Library Summer Series will be presented as part of a Union County Board of Freeholders Grant; we are one of the few surviving Carnegie Libraries.
- It was moved by Mr. Goldblatt, seconded by Ms. Kelly to approve Directors' Report. Vote: By Acclamation. Abstentions - none.

## **READING OF COMUNICATIONS**

- Ms. Chmiel shared a link to a survey being conducted by United for Libraries on the recruitment of Millennials to serve on Library Boards.
- Ms. Chmiel contacted Catholic Charities Legal Counsel Paula Hak about the E-port lease. She learned that the Library was never in compliance with periodic lease increases and that we continued to pay the original \$14,000/year for the entirety of the contract. Ms. Chmiel contacted retired Library Director Mr. Joseph Keenan; he stated that he never set a reminder

for himself and Catholic Charities never sent a reminder to him. Ms. Chmiel encouraged the Board to invite Councilman Torres to our next meeting to discuss our situation.

- Ms. Chmiel reminded the Board about an invitation to the LUCC Legislative Breakfast at Clark Public Library on Friday, May 18, 2018 at 8:00am. An invitation was sent to the Mayor.
- Mr. Freedman encouraged the Board to attend the Trustee Institute meeting in Middletown on May 19. The Library will pay for their transportation and registration.

### **UNFINISHED BUSINESS**

- City ID card updates and statistics are in Mr. Luck's report.
- The bathroom renovation at Main is complete; however Cathy immediately discovered that the Men's Room urinal is exposed to the public when the door is open. The original plans show this change, but it was never noticed, primarily because the construction wall prevented a long-range view. We will place a temporary curtain in front of the bathrooms doors until a permanent solution can be installed. Ms. Chmiel hasn't heard from USA Architects yet. An acrylic screen has been proposed. Several changes were made to the original plans, Mr. Luck added, explaining why this defect was not noticed earlier.
- City promised trees for Elmora library, following the felling of diseased trees.
- A pebble ground cover has been added to Elmora. Groundwork Elizabeth held a free plant sale at Elmora on Sunday May 6<sup>th</sup>. Leftover plants were handed to Tracy whose teens held their own sale on Saturday May 12<sup>th</sup>. On April 23 DEP volunteers participated in gardening projects, an event which the Mayor attended as well. Mr. Freedman recommended appropriate traffic signage to advise people about Elmora Library's presence.
- Mr. Freedman will attend a community meeting to discuss trucks blocking pedestrian and automobile sightlines at Elmora
- The Personnel Manual was handed over to Board, with changes made.

- It was moved by Mr. Goldblatt, seconded by Mr. Freedman to approve Personnel Manual. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- Mr. Freedman recommended photo ID Tags for Board members. Ms. Chmiel will request Edwin Lopez to work on that project.
- The presence of a squirrel at LaCorte was reported to the City of Elizabeth Animal Control. A trap was eventually set for the animal.

## **NEW BUSINESS**

- August 7<sup>th</sup>, 2018 is National Night Out. The August board meeting will be affected by it. It was moved by Mr. Freedman, seconded by Ms. Kelli to move the meeting from August, 7<sup>th</sup>, 2018 to August 8<sup>th</sup>, 2018. Votes: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- An updated salary list was presented. We have to plan for future retirements, particularly at the branches. There are possible Library Assistants that could be promoted.
- New York Times statistics were not posted to original Board package due to late report. Mr. Luck distributed an updated report. We anticipate adding Ancestry.com to our database holdings, Mr. Luck stated.
- We had a table at the City Career Fair program.

It was moved by Ms. Serratelli, seconded by Mr. Goldblatt that the meeting move into Closed Session. Votes: By Acclamation.

It was moved by Ms. Serratelli seconded by Mr. Goldblatt to move the meeting out of Closed Session. Votes: By Acclamation.

## **PERSONNEL**

- It was moved by Mr. Freedman, seconded by Ms. Russell, to approve Johnathan Aragon's Promotion to Part-Time Senior Library Assistant, hourly wage to be \$13.83, effective July 1<sup>st</sup>. Vote: by acclamation. Abstentions - none.
- It was moved by Mr. Freedman, seconded by Ms. Russell, to approve Benilda Cortez's Promotion to Part-Time Senior Library Assistant, hourly wage to be \$13.83, effective July 1<sup>st</sup>. Vote: by acclamation. Abstentions - none.
- It was moved by Mr. Freedman, seconded by Ms. Russell, to approve Maritza Penaranda's Promotion to Part-Time Senior Library Assistant, hourly wage to be \$13.83, effective July 1<sup>st</sup>. Vote: by acclamation. Abstentions - none.
- It was moved by Mr. Freedman, seconded by Ms. Russell, to approve Quadaysha Solomon's Promotion to Part-Time Senior Library Assistant, hourly wage to be \$13.83, effective July 1<sup>st</sup>. Vote: by acclamation. Abstentions - none.
- It was moved by Mr. Freedman, seconded by Ms. Russell to approve Carolyn Rapisaldo's Promotion to Principal Library Assistant, annual salary to be \$43,175.00, effective May 1<sup>st</sup>. Vote: by acclamation. Abstentions - none.
- It was moved by Mr. Freedman, seconded by Ms. Russell to approve Tracy Robinson's Librarian I Salary adjustment effective July 1, 2018, annual salary to be \$51,783 (NJLA Minimum). Vote: by acclamation. Abstentions - none.

## **ADJOURNMENT**

It was moved by Ms. Russell, seconded by Mr. Goldblatt to adjourn the meeting. Votes: By acclamation.

The meeting adjourned at 7:35pm

Submitted by Ana V. Monje-Medina.