

Board of Trustees Minutes – October 16, 2018

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on October 16, 2018. President Ted Freedman called the meeting to order at 5:33pm. A quorum was established by roll call.

ROLL CALL

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

Absent: None.

Ms. Chmiel, Library Director, announced that adequate notice of 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.

Visitors: Rev. George Britt (business address 160 Madison Ave. Elizabeth, NJ 07201); Salaam Ismial (address 515 Richmond St. in Elizabeth); and Robert Kern who resides in NJ. Rev. Britt inquired about the Board's position regarding Mr. Ismial's petition, presented at the August 8, 2018 meeting, asking for the Director's resignation. He stated that he felt Mr. Ismial deserved a response. Mr. Freedman, Board President, thanked the visitor and replied that no decision had been reached at the last meeting due to lack of quorum, and that any further discussion would be taken up in Closed Session.

MINUTES

It was moved by Ms. Serratelli, seconded by Mr. Goldblatt, to approve the minutes from the September 12th Board of Trustees meeting. Vote: By Acclamation.

TREASURER'S REPORT:

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

- As of October 15th, 2018, the Library finances were in good standing; although the library received an increase in its budget, we are spending conservatively Ms. Chmiel added.

It was moved by Mr. Goldblatt, seconded by Mr. Freedman to approve the October Treasurer's report. Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell and Mrs. Connie Pires Sanchez, Ms. Pearl Serratelli, Ms. Earnestine Smith. Nays – none. Abstentions - none.

PRESENTATION OF BILLS:

- Network Consultant is a consultant firm for supporting Edwin Lopez in some of his more complex projects. We have used them in the past.
- The State Aid check for \$65,000 was received.
- Local Yellow handles the delivery of some of our newspapers: New York Times, USA Today, Star Ledger, El Diario, Wall Street Journal etc.

It was moved by Mrs. Pires Sanchez, seconded by Mr. Goldblatt to approve the October 15th Presentation of Bills. Vote: Ayes – Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Mrs. Connie Pires Sanchez, Ms. Pearl Serratelli, and Ms. Earnestine Smith. Nays – none. Abstentions - none.

REPORT OF STANDING COMMITTEES

- Members of the Building Committee met September 17 at Eport branch to evaluate improvements.

REPORTS OF AD HOC COMMITTEES

- The Nomination Committee will be present a list of nominations during next Board meeting, Ms. Serratelli stated.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

1. The Local History Department provided free microfilm training to 85 Elizabeth social study teachers on September 5th, 2018.

2. 65 AP students visited the library on Friday, October 14, 2018. Capstone research projects are a current high school requirement in Elizabeth.
3. The Design Institute program in Cherry Hill On September 28 met Ms. Chmiel's expectations. The architect workshop helped "brainstorm" concepts. Ms. Chmiel spoke of using donated shipping containers to enlarge the Elmora branch.
4. Our insurance carrier, Chubb Insurance, performed a risk assessment inspection of our Main facility to identify procedures and improvements that would help prevent accidents and avoid claims and injuries. The Library hasn't had an inspection in the past 10 years. The report was received; there are issues that need to be addressed. Library staff who travel from branch to a branch during work hours need to possess a driver's license in good standing; a revision to the Personnel Manual is in your packet.
5. The Library received two quotes for upgrades to our fire detection system and hopes to replace the fire alarm panel this year and the detection devises the following fiscal year.
6. The paver stones on the Broad Street sidewalk should be addressed.
7. The parking lot at Main has been patched and topcoated to prevent major damage over the winter.
8. Half the carpeting LaCorte Branch has been replaced; carpet that was water damaged thanks to faulty window has not been addressed.
9. The \$500 Haiku for You HEART Grant was approved. Postcards have been distributed to City Hall, Freeholders, Board of Trustees members and throughout the building.
10. The LUCC reception took place Wednesday, September 26, 2018.
11. A Labor & Workforce Development Literacy Grant for \$93,980 was approved.
12. The LMxAC 2019-2020 FY proposal was added to the Board Package. The Library assessment is \$65,000.

UNFINISH BUSINESS:

- City ID updates are in Mr. Luck's report

- Driftwood Millwork charged \$2,803 for the acrylic screen installation. Most of the cost of the screen is expected to be refunded by the architect.
- Ms. Chmiel will meet with City Legal Dept. to review the Eport lease agreement.
- Correspondence was sent to the Mayor concerning the desired improvements at the Eport Branch; a meeting was with Bridget Anderson, the Business Administrator for the City has been scheduled.
- Effective Communication for Transformation by Sharon Browning was the centerpiece of the Library's staff development day. 44 staff members participated. The purpose of this presentation was to encourage staff to develop better spoken and unspoken communication skills that would enhance interactions between staff and with the public.

NEW BUSINESS

13. Proposed holiday dates for 2019 was tabled for next meeting.

14. Board meeting dates for 2019 was tabled for next meeting.

15. Book Donation Policy was tabled for next meeting

16. Ms. Serratelli recommended adding more handicap and van accessibility space.

It was moved by Ms. Russell, seconded by Mrs. Jackson to move the meeting to closed session.

Vote: By Acclamation.

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

Mrs. Connie Pires Sanchez noted that Board had prepared a statement for the public record and proceeded to read:

“The Board of Trustees for the Elizabeth Public Library have reviewed the letter delivered by Mr. Salaam Ismial on July 3, 2018. Additionally, the Board heard his statements at its August 8, 2018 meeting.

“As a library, we create and enforce all policies in an equitable manner. This includes the solicitation of signatures and the distribution of written materials in or on Library premises

without prior permission and approval from the Library. Our primary concern is always the welfare of our patrons, especially minors. Any misunderstanding regarding this is unfortunate.

“For the public’s convenience, our policies can be viewed on the Library’s website or obtained from our Administration Offices on the third floor of the Main Branch during business hours.

“The Library aims to administer all these rules equitably, and open communication about improvements is welcome and encouraged.”

PERSONNEL

The Board recognized the following personnel matters:

- Salary Adjustment, Aimee Fernandez-Puente as Library Associate, Supervising, to \$49,200.00/year
- Hiring Carolina Duque as PT Monitor at \$9.65/hour
- Hiring Sayuri Naito as PT Library Assistant at \$13.02/hour
- Hiring Alicia Roman as PT Library Assistant at \$13.02/hour
- Hiring of Annalie Padron Rivero as PT Library Assistant at \$13.02/hour
- Hiring of Michele Del Cueto as PT Library Assistant at \$13.02/hour

ADJOURNMENT

It was moved by Mrs. Jackson, seconded by Ms. Russell to adjourn. Vote: By Acclamation.

Meeting adjourned at 7:15pm

Submitted by Ana V. Monje-Medina.