

Board of Trustees Minutes – February 19, 2019

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on February 19, 2019. President Eloy Delgado called the meeting to order at 5:30pm. A quorum was established by roll call.

ROLL CALL

Present: Bryant Cordova, Eloy Delgado, Aaron Goldblatt, Kenyetta Jackson, Kristin Kelly, Anne Russell, Pearl Serratelli and Earnestine Smith. Absent: Ted Freedman (excused).

Also present were Mary Faith Chmiel, Library Director; Assistant Director Andy Luck; Office Manager Violeta Monje-Medina, taking Minutes; and Sheriea Johnson, Office Clerk who will be filling in for Ms. Monje-Medina for the March meeting.

Ms. Chmiel announced that adequate notice for 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.

No Visitors.

MINUTES

It was moved by Ms. Serratelli, seconded by Ms. Smith, to approve the minutes from the January 15th Board of Trustees meeting. Vote: By Acclamation. Abstentions - none

TREASURER'S REPORT:

- Ms. Chmiel stated that as we are 63% of the way through the year, and the overall Library budget is 47% unexpended; the Library finances are in good standing.
- At the end of the fiscal year any unexpended budget funds are moved to Capital Reserve.

It was moved by Mrs. Jackson, seconded by Ms. Russell to approve the February Treasurer's report. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.

PRESENTATION OF BILLS:

- \$42,574.42 for State Health Benefits was paid this month. Answering Mr. Delgado's question regarding other health insurance options, Ms. Chmiel replied that the Library is bundled under the City Health Insurance plan, that the City has no plans to change coverage, and that the Library staff is a too small to get favorable rates on its own.
- \$24,431.82 was paid for insurance coverage to the Otterstedt Insurance Agency.
- It was moved by Ms. Serratelli, seconded by Mr. Goldblatt to approve the February Bill list.
Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith.
Abstentions - none.

REPORT OF STANDING COMMITTEES

- Mr. Delgado stated that Mr. Bryant Cordova will replace Mrs. Connie Pires Sanchez on any standing committees while Mr. Eloy Delgado will replace Mr. Ted Freedman on any standing committees. Mr. Freedman will replace Mr. Eloy Delgado in turn.

REPORTS OF AD HOC COMMITTEES

No reports.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- Water damage was reported at LaCorte on January 22, 2019. The Library needs help from the City in the form of a storage space. For the best outcome, all flooring, carpeting and linoleum should be removed in one day, and the cement floor allowed to air dry in order to prevent future problems. An insurance check for \$25,000 was received from Chubb - they also insure the City. An additional check for technology will be provided, once we provide estimates on the damage to electronic devices.
- The Library is working on construction programs at all locations.

- An Elmora bathroom renovation meeting will take place on February 20th, 2019 on location.
- The back door at the Elmora Branch was vandalized. (Glass was smashed.) Ms. Serratelli recommends installing an additional outdoor camera. The alarm system did not activate when the incident took place. The garden shed's windows were also vandalized. The security camera recorded an unclear image. Mr. Cordova recommends adding a motion light at the Elmora back door.
- The CHUBB Risk Assessment to-do list is being addressed. The stairs leading to the storage area, one of the last items on the list, were recently replaced by Mr. Goulart.
- The Annual Report 2017-2018 was completed; it was distributed to the Mayor, City Council, the County Freeholders and assorted civic and library institutions.
- Mr. Luck submitted a CDBG grant.
- The Library is having snack vending machines installed by the Rahway entrance.
- Aimee received archival material from Snyder Academy (65 linear feet) and St. Elizabeth's Church on North Broad Street (13 boxes).
- Groundwork Elizabeth informed the Library that the Mayor has requested a greenhouse dedication on April 22nd, which is Earth Day.
- The new biography section on the second floor mezzanine is completed.
- Tom Wulff has removed discarded government documents from the subbasement; many of which suffered water damage.
- It was moved by Ms. Russell, seconded by Mr. Cordova, to approve Directors Report. Vote: By Acclamation. Abstentions - none

COMMUNICATIONS:

- Insurance check from CHUBB.

- NJLA Trustee Training Opportunities; March 16 at Wayne Public Library 461 Valley Road Wayne, NJ 07470; June 5 at Piscataway Public Library, Kennedy Branch 50 Hoes Lane Piscataway, NJ 08854; September 7 at Cherry Hill Public Library 1100 King Highway North Cherry Hill, NJ 08034. The Library will pay Board members for mileage.
- Chamber of Commerce thank you letter.

UNFINISHED BUSINESS:

- City ID report: We are up to 5,000 cards; operating hours are three days a week with a very good turn out during those hours.
- The Engaging your Audiences with Difficult Topics in African American History at the Grounds for Sculpture in Hamilton took place on January 25. One of the topics was how Newark supplied arms and uniforms to the South during the Civil War, Ms. Chmiel noted.
- Stan & Son provided a roof repair quotation of \$13,580.00. About 58 missing or damaged roof tiles were reported.
- The gates at Main Library parking lot entrances need to be replaced. Ms. Chmiel explained the goal of matching the gates with the existing fence on Broad Street. Ms. Chmiel recommends using Reserve Funds for this project as well for the fire panel.
- It was moved by Ms. Serratelli, seconded by Mr. Goldblatt to approve a Resolution to spend \$25,000.00 from Reserve Funds on repair projects. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- Eport Branch Refurbishment: The Eport carpeting quote came to \$16,732.16.

NEW BUSINESS

- To Ms. Russell's question about the Library's collection, Mr. Luck noted that Elizabeth Public Library has the 6th most expensive circulation cost of the libraries that apply for NJ State Aid. This is calculated by dividing the year's book budget, by the same year's

circulation count. In June, approximately 50% of our books marked NEW BOOK had circulated.

- It was moved by Ms. Smith, seconded by Ms. Russell to approve Resolution to apply for CDBG Funding. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- It was moved by Mrs. Jackson, seconded by Ms. Smith to approve Resolution for Bank Signatories. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Abstentions - none.
- Support letter for Groundwork Elizabeth with ancillary documentation for the implementation of the water-management project was presented.
- Pay Rate of \$40 for Security Response was tabled.
- Pay Rate for Security Response: Ms. Serratelli proposed a pay rate of \$50 dollars per incident.
- Mr. Delgado read MEMO provided by the Director: “Emergency Response holds the job title of Library Driver/Security. For many years he has been tasked with responding to emergency calls generated by our alarm system or other entity. Sometimes this has meant responding to a call on a Sunday; sometimes to a call at midnight. For a significant numbers of years - perhaps ten - the remuneration for this service has been \$25 per call. It is my recommendation that this compensation be raised to \$40 per incident.”
- It was moved by Mr. Cordova, seconded by Ms. Smith to approve \$45 as the Pay Rate for Security Response. Vote: Ayes – Mr. Bryant Cordova, Mr. Eloy Delgado, Ms. Kristin Kelly, and Ms. Earnestine Smith. Nays: Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Anne Russell, and Ms. Pearl Serratelli. Abstentions - none.
- It was moved by Mr. Goldblatt seconded by Ms. Serratelli to approve \$50 Pay Rate for Security Response. Vote: Ayes –Mr. Eloy Delgado, Mr. Aaron Goldblatt, Ms. Kristin Kelly,

Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Earnestine Smith. Nays: Mrs. Kenyetta Jackson. Abstentions - Mr. Bryant Cordova.

- Revised Meeting Room Application/Policy

3. The start time of your reservation is the time when access to the reserved space will be granted. If time is needed for set-up, please factor that time into your request.

14. Any promotional material created to announce an event in the Library by an unaffiliated group must include the following statement: “This event is neither sponsored nor endorsed by the Elizabeth Public Library.” A digital copy of all publicity material citing the Library must be mailed to eploffice@elizpl.org. All advertisement and notices must clearly designate the sponsoring organization. _____ (Initials)

- It was moved by Mrs. Jackson seconded by Ms. Kelly to approve Revised Meeting Room Application. Vote: By acclamation. Abstentions - none

PERSONNEL

- Baby Shower will take place Friday, March 29, 2019
- Paul Eanes expects his second child
- Frank Castro expects his first child
- Claudia Flores expects her second child
- Rachelle Klinge is retiring as of May 31st, 2019

ADJOURNMENT

It was moved by Mr. Delgado, seconded by Ms. Kelly to adjourn. Vote: By Acclamation.

Meeting adjourned at 6:50pm

Submitted by Ana V. Monje-Medina.