

## **Board of Trustees Minutes – November 19, 2019**

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

### **ROLL CALL**

Present: Eloy Delgado (Excused), Ted Freedman, Aaron Goldblatt, Kenyetta Jackson (Excused), Kristin Kelly, Anne Russell (Excused), Pearl Serratelli (Excused), Earnestine Smith and Lorraine Tidd.

Also present were Mary Faith Chmiel, Library Director; Assistant Director, Andy Luck; and Violet Monje, Office Manager, taking minutes. In addition, Celeste Layton, Ms. Monje's successor as Office Manager, was present.

Ms. Chmiel, Library Director, announced that adequate notice for this meeting was published in the Star Ledger. An announcement was also posted on the bulletin boards of the Main Library and its branches.

Visitors: Declined to identify

### **MINUTES**

It was moved by Mr. Freedman, seconded by Ms. Kelly to accept the minutes from the October 15<sup>th</sup> 2019 Board of Trustees meeting pending the page 5 amendment to change \$10,000 to \$10,000. Vote: Ayes: Mr. Ted Freeman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Ernestine Smith, and Ms. Lorraine Tidd. Nays: None. Abstentions: None.

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

- Ms. Chmiel established that with about 33% of the fiscal year over, most budget lines are below spending except for technology where 49% has been spent. As of now, the Library is operating at last FY's budget levels. The Library will continue with this budget number until, or if, we are updated by the City.

- It was moved by Mr. Freedman, seconded by Ms. Tidd to accept the October 15<sup>th</sup>, 2019 Treasure's Report. Vote: Ayes: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Earnestine Smith, and Ms. Lorraine Tidd. Nays: None. Abstentions: None.

#### **PRESENTATION OF BILLS AS OF OCTOBER 15, 2019:**

- Check #28759 for \$97,258.73 to Shi International Corporation is related to RFID Implementation.
- Check #28761 for \$38.98 is related to mileage reimbursement to Ana Maria Sanchez.
- Check #28777 for \$3,338.45 to Jaegar Home Concepts is related to Elmora Meeting Room doors installation.
- Check #28769 for \$714.58 to Amazon.com is related to (3) large batteries for RFID scanning.
- Check #28817 for \$11,114.00 is to La Rocca Inc., the contractor for Elmora bathrooms.
- It was moved by Ms. Tidd, seconded by Ms. Smith to accept the November 2019 Bill List. Vote: Ayes: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Earnestine Smith, Ms. Lorraine Tidd. Nays: None. Abstentions: None.

#### **REPORTS OF STANDING COMMITTEES**

- There were no reports.

#### **REPORTS OF AD HOC COMMITTEES**

- Pearl in absentia. Nominating Committee slate is the same, for another year: Mr. Eloy Delgado, President; Ms. Pearl Serratelli, Vice President; Aaron Goldblatt, Treasurer and Earnestine Smith, Secretary. Continue to entertain nominations and vote next month.

#### **DIRECTOR'S REPORT**

Consult your packet for the complete report. Highlights include:

- Capital expenditures from FY 2018/2019 as follows: \$52,842.81 for Elizabethport and for Elmora bathrooms; \$97,258.73 for RFID Implementation and \$238,443.00 approximate balance from last fiscal year until audit is completed.
- Architects proposed to come on Election Day when the Library is closed, but will be in Monday, November 25, 2019 and Andy will take notes.
- RFID tagging has begun. Ms. Chmiel endorses Friday closures for the Main Branch as both practical and efficient and for the following reasons: other branches will be open, Friday is the shortest day, except Saturday, which would close the Library for the entire weekend. Ideally, the Library would be closed Friday morning and open to the public at 2pm. Some 2,200 items were tagged in Children's Room, which was closed last Friday, noon – 7pm. While the room is not complete, it was easier to work without interruptions. Ms. Chmiel concluded that the Friday closings are a small sacrifice to bring the Library forward (Discussion).
- Ms. Chmiel endorses closing all day Friday, December 6<sup>th</sup> for the Staff Holiday Lunch and tagging.
- It was moved by Ms. Smith, seconded by Mr. Freeman to close the Main Branch for five Fridays and to update the Board at the next meeting. Vote: Ayes: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Earnestine Smith, Ms. Lorraine Tidd. Nays: None. Abstentions: None.
- There is a damaged table in the Teen's Department that will cost \$2,400 to replace; our insurance deductible is \$5,000. It is best to buy a new table.
- The library is moving forward with Pay for Performance Energy Savings Plan. The contractor is aware of the baseline goal to not go another cooling season with the chiller and tower.
- Paulo was able to disconnect boiler parts.
- The new heating unit at Elmora is smaller than the old unit. Currently covered by a tarp, the new subcontractor, Ryan Construction, will cover the gap at no cost to Library.

- Volunteers are informed about Elmora Book Sale beginning in December.
- There is Obamacare Assistance in Library 3 days per week.
- An invitation has been extended to the Mayor to attend the One Thousand Books Before Kindergarten Party.
- Judy Blume's cousins have made an appearance and made a donation of \$81.00 in honor of Judy's 81<sup>st</sup> birthday; Judy's earlier donation of \$11,000.00 has not been spent.
- "Fun with Art" program was well received and will be a regular program moving forward.
- Snyder Foundation has made a donation to Children's Department similar to Freeholders' donation.
- Sewing Class began with nine participants in the World Language Room.
- Main Branch will host Rosetta Stone training early December.
- Library will host Foundation Center Training Thursday, January 9, 2020 @ 2:30pm. Fliers will be created and distributed to encourage interested non-profit organizations in learning about grant opportunities. Foundation Center must be used at Library, not remotely.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to close for holiday lunch on Friday, December 6th. Vote in acclamation. Nays: None. Abstentions: None
- It was moved by Ms. Tidd, seconded by Mr. Goldblatt to accept the Director's Report. Vote in acclamation. Nays: None. Abstentions: None.

#### **COMMUNICATIONS:**

- There were no communications.

#### **UNFINISHED BUSINESS:**

- No significant update on Library Foundation.

- Holiday Closings, as listed on page 31, were reviewed. It was brought to the Board's attention that the Elmora Branch will not be closing on Sundays for Shavuot.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to accept the proposed holiday closings for 2020, and for Elmora to include no holiday deviations from other branches. Vote in acclamation. Nays: None. Abstentions: None.

## **NEW BUSINESS**

- Amendments to Personnel Manual regarding security and library vehicles as detailed on page 32.
- It was detailed that the Library has two vehicles: a Jeep for plowing and a van for deliveries between branches.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to accept the amendments to personnel manual. Vote: By Acclamation. Nays: None. Abstentions: None.
- The Main Library will be opened for Terrence C. Riley Concert and close after the event.
- Ms. Chmiel noted that copies of November 23<sup>rd</sup> Indoor Playstreet flier will be available.
- Ms. Chmiel introduced Celeste Layton as Office Manager to replace Violet Monje.
- Ms. Chmiel announced the Staff Holiday Lunch will be held Friday, December 6<sup>th</sup>, noon – 2pm.
- Ms. Chmiel mentioned a partnership opportunity with Proceed. The Library will be a distribution point for condoms. There will be an implementation meeting soon. (Discussion).
- Meditation flier information is in the newsletter.
- Ms. Chmiel stated the proposal for audit services for last FY at \$14,485, a similar amount to last year. More information will be provided at packet for December meeting. Ms. Chmiel noted that audit must be done before or after Roel's scheduled vacation.

- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to accept audit cost. Vote: Ayes: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Earnestine Smith, Ms. Lorraine Tidd. Nays: None. Abstentions: None.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to move the meeting to closed session. Vote: By Acclamation. Nays: None. Abstentions: None.
- It was moved by Mr. Goldblatt, seconded by Ms. Tidd to move the meeting out of closed session. Vote: By Acclamation. Nays: None. Abstentions: None.

### **PERSONNEL**

- It was moved by Mr. Goldblatt, seconded by Mr. Freedman to hire Celeste Layton as Office Manager at an annual salary of \$41,000. Vote: By Acclamation. Nays: None. Abstentions: None.
- It was moved by Mr. Goldblatt, seconded by Ms. Tidd to hire Hebah Emara provisionally as Librarian I at an annual salary of \$48,000, salary to be increased to NJLA minimum upon NJ Librarian Certification. Vote: By Acclamation. Nays: None. Abstentions: None.

### **ADJOURNMENT**

- It was moved by Mr. Goldblatt, seconded by Ms. Kelly to Adjourn. Vote: By Acclamation.

Meeting adjourned at 6:52pm

Submitted by Celeste Layton