

Board of Trustees Minutes – October 15, 2019

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on October 15, 2019. President Eloy Delgado called the meeting to order at 5:32pm. A quorum was established by roll call.

ROLL CALL

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

Also present were Mary Faith Chmiel, Library Director; Assistant Director Andy Luck; and Violet Monje, Office Manager, taking minutes.

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

- Ms. Chmiel introduced the Board to Architect Andrew Adornato, a local vendor, as a potential Roof Assessment/Repair candidate who renovated the Main and Elmora Bathrooms and has performed work at City Hall as well. Mr. Adornato described in details the roof issues they found and presented recommendations on that matter. In 2008 repair was done, however no sustained maintenance was done, leading our current interior issues. Ms. Chmiel strongly recommends the Assessment project be done at a \$9,500 cost.

MINUTES

It was moved by Ms. Russell, seconded by Ms. Kelly to approve the minutes from the September 17th 2019 Board of Trustees meeting. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, and Ms. Anne Russell. Nays: None. Abstentions: Mrs. Kenyetta Jackson.

TREASURER'S REPORT:

- Ms. Chmiel established that with about 29% of the fiscal year over, the budget, in most of the categories, has been expended at 29% or less, except for technology where 47% has been spent. The Library budget for staff salaries is tight this year. As of now, the Library is operating at last FY's budget levels. We will continue to do so until, or if, we are updated by the City.
- It was moved by Mr. Goldblatt, seconded by Mrs. Jackson to accept the October 15th, 2019 Treasure's Report. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell. Nays: None. Abstentions: None.

PRESENTATION OF BILLS AS OF OCTOBER 15, 2019:

- Check # 28711 for \$800 to Carolina Herrera is related to "Tango" program.
- Check #28748 for \$111.81 is related to fall concert snacks.
- Check # 28752 \$4,710.15 to Staples was voided due to \$2,000 credit.
- It was moved by Mr. Goldblatt, seconded by Ms. Russell to accept the October 2019 Bill List. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell. Nays: None. Abstentions: None.

REPORTS OF STANDING COMMITTEES

Mr. Delgado thanked Board for interviewing USA Architects for Roof Repair purposes.

- The Building and Ground Committee Report: Ms. Chmiel hasn't had feedback from the State Librarian regarding questions submitted by Mr. Delgado on the proposed rules for the Library Construction Bond.

REPORTS OF AD HOC COMMITTEES

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- Some question about staff Retirement Benefits came up, including Health and prescription benefits. Ms. Chmiel contacted Mr. Daniel Keenan (Benefit Advisor for City of Elizabeth) who provided information that the Library wasn't aware of; more information will be provided to Ms. Chmiel. Mr. Delgado shared information he is aware of on that subject, including that training should be provided by CWA.
- Annual Dumb Waiter elevator inspection has failed; Paulo Goulart found out that it had a blown fuse, which had never been replaced. Mr. Goulart replaced the fuse and the machine was back in working order. Decommissioning the dumb waiter elevator would cost almost \$10,000.
- The Eport Library continues to have water issues; Ms. Chmiel is communicating with Catholic Charities to follow-up.
- The landlord at the Shopping Mall adjacent to Elmora is complaining that the water pooling in our parking lot is getting into their building; Ms. Chmiel has requested pictures of the damage; however, they haven't sent any proof of the complaint. Ms. Chmiel will monitor the situation along John Papetti from Public Works and Dan Loomis from Engineering.
- Water meter issues have arisen, with the water company claiming the meter is faulty. An inspector will be sent to check on it; no documentation has been provided to Ms. Chmiel.
- High gas bills throughout the summer necessitated a call to PSEG; they will send someone to check the meter.
- Computer Classes at Peterstown are successful.
- Eport Computer Class are in progress.
- AFID Tag will start in November; staff will be trained on tagging project.
- The Elmora Garden Group decided to find another way to handle their banking needs, without use of the Elmora Branch Library address.
- Elmora has Panic Button system implemented.

- A raffle of two T-shirts and a cap recognizing “Elmora Troopers” took place in September, using the names of those who obtained or renewed a library card in September.
- It was moved by Mrs. Jackson, seconded by Ms. Russell to accept the Director’s Report. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell. Nays: None. Abstentions: None.

COMMUNICATIONS:

- NJLA supports State legislation that increases annual State funding for libraries; EPL currently receives \$65,705 a year.
- The Urban Dinner will take place in the Elmora Library back yard on Sunday, October 20.
- October 4th, 2019 Wall Street Journal’ reported More New Jersey Libraries say they will eliminate fines for late books, though not for lost or damage material; fines are processed automatically. Since EPL doesn’t get generate a significant sum from late fines, Ms. Chmiel recommends eliminating them (Discussion)

UNFINISHED BUSINESS:

- City ID report won’t be part of unfinish business.
- The establishment of a Library Friends Group is being handled by Ms. Earnestine Smith, Letitia Sweat, Alexandra Apat, and Mr. Alan Cohen; they provided personal information required to start legal process.

NEW BUSINESS

- Board Meeting Dates, 2020
- It was moved by Mrs. Jackson, seconded by Ms. Kelly to accept the Proposed Board 2020 Meeting Dates. Vote: By Acclamation. Abstentions: None.
- Holiday Closings, 2020 was tabled

- Lost Souls Public Memorial Project, Donation Appeal supported by the Humanity Council for the Humanities, will be permitted in the library
- It was moved by Mr. Freedman, seconded by Ms. Russell to accept USA Architects to perform Roof Assessment project at \$9,500 cost. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, Ms. Anne Russell. Nays: None. Abstentions: None.
- It was moved by Mrs. Jackson, seconded by Ms. Kelly to move the meeting to closed session. Vote: By Acclamation.
- It was moved by Ms. Kelly, seconded by Ms. Russell to move the meeting out of closed session. Vote: By Acclamation.

PERSONNEL

- It was moved by Mr. Goldblatt, seconded by Mrs. Jackson to accept Claudia Flores promotion as Librarian III. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, and Ms. Anne Russell. Nays: None. Abstentions: None.
- It was moved by Ms. Russell, seconded by Mr. Freedman to accept Allison Blumenfeld promotion as Librarian II. Vote: Ayes: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Mrs. Kenyetta Jackson, Ms. Kristin Kelly, and Ms. Anne Russell. Nays: None. Abstentions: None.
- It was moved by Mrs. Jackson, seconded by Mr. Goldblatt to accept Evelyn Thompson Retirement. Vote: By Acclamation. Abstentions: None.
- It was moved by Ms. Russell, seconded by Mr. Freedman to accept Ana Violet Monje-Medina Retirement. Vote: By Acclamation. Abstentions: None.
- It was moved by Mr. Goldblatt, seconded by Ms. Russell to accept Maria Lopez Retirement. Vote: By Acclamation. Abstentions: None.

ADJOURNMENT

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

Meeting adjourned at 7:10pm

Submitted by Ana V. Monje-Medina.