

## **Board of Trustees Minutes – September 17, 2019**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on September 17, 2019. Vice President Pearl Serratelli called the meeting to order at 5:30pm. A quorum was established by roll call.

### **ROLL CALL**

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

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: Letitia Sweat who resides at 220 West Jersey St. # 14K, Elizabeth, NJ 07202.

An amended Agenda was presented to the Board, following clarification received from Senior Accountant Roel Laurel.

### **MINUTES**

On Page 4, line 22, there is a typo (Seratelli) in Ms. Serratelli's name.

On page 11, line 10 that reads "Ms. Chmiel clarified that a copy of the Board Agenda is send to Board President prior to the meeting," should read, "Ms. Chmiel clarified that a copy of the Board Agenda is sent to Board President prior to the meeting."

It was moved by Ms. Tidd, seconded by Mr. Freedman to approve the minutes from the August 7<sup>th</sup> 2019 Board of Trustees meeting with the noted corrections on Pgs. 4 and 11. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: Ms. Kristin Kelly.

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

**PRESENTATION OF AMENDED BILL LIST AS OF JULY 17 FY 2018-2019:**

- The amended Bill List dated July 17th, 2019 from the August 7, 2019, meeting, was presented.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to accept the Amended Bill List as of July 17, 2019 for FY 2018-2019. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.

**PRESENTATION OF AMENDED BILL LIST AS OF JULY 17 FY 2019-2020:**

- The amended Bill List dated July 17th, 2019 from the August 7, 2019, meeting, was presented.
- Innovative Documents bill of \$500 refers to the annual maintenance payment for the online *Elizabeth Daily Journal*.
- It was moved by Mr. Freedman, seconded by Ms. Tidd to accept the Amended Bill List dated July 17 for FY 2019-2020. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.

**AMENDED PRESENTATION OF BILLS AS OF AUGUST 2ND FY 2019-2020:**

- Check # 28608 to Literacy New Jersey for the amount of \$11,958.81 is part of the literacy grant from the NJ Department of Labor and Workforce development for \$93,000. The

Library uses some of those funds to pay Literacy New Jersey for providing ESL and GED instruction at the Library.

- Check # 28592 to Allison Blumenfeld for \$27.64 refers to programing snacks. Staff pay, then the Library reimburses them, upon presentation and approval of a receipt.
- It was moved by Mr. Freedman, seconded by Mr. Goldblatt to accept the Amended Bill List dated August 2, 2019. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd.  
Abstentions: None.

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

- Ms. Chmiel established that with about 17% of the fiscal year expired, the budget is 85% unexpended. 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 Ms. Russell to accept the Presentation of Budget Report FY 2019-2020. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd.  
Abstentions: None.

#### **PRESENTATION OF BILLS AS OF SEPTEMBER 6, 2019:**

- Check # 28609 for \$805 to IT Consultant Louis Cagnassola is funded by E-RATE.
- Community Garden Project Check # 28617 for \$744.24 comes out of a Memorial Funds donation for Elmora. Two pergolas were purchased with Ms. Chmiel's credit card since the vendor did not accept personal checks.
- It was moved by Ms. Tidd, seconded by Ms. Russell to accept the September 2019 Bill List. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.

## **REPORTS OF STANDING COMMITTEES**

- The Building and Ground Committee Report: Mr. Delgado established that Mr. Freedman brought to the Board's attention the proposed rules for the Library Construction Bond. Mr. Freedman submitted questions that Mr. Delgado then forwarded to the State Librarian on behalf of the full Board. Thus far, there has been no response from the State Librarian. Mr. Delgado thanked Mr. Freedman and the Board for their support.
- The Personnel Committee made their report in CLOSE SESSION.

## **REPORTS OF AD HOC COMMITTEES**

### **DIRECTOR'S REPORT**

Consult your packet for the complete report. Highlights include:

- Eport Grand Re-opening was a very festive day, though not necessarily the community turnout that we had hoped. Councilman Manny Grova joined us, as did Rev Britt and his wife. Library Board members Ted Freedman and Lorraine Tidd also celebrated with us. Guests enjoyed cake and other refreshments, a live performance, and the showing of a recent film to end the day.
- Friday, September 6th, 2019, we closed Main early (at 4 pm), because a sewer backup forced us to shut down all bathrooms except a remote staff one. Saturday September 7th, around 3pm we experience another sewer backup that maintenance couldn't manage, since Paulo Goulart was on vacation. On Monday, September 9th we delayed opening until 1pm for the same reason. Mr. Luck called the plumber at a cost of \$600; adult diapers, underwear and socks were found.
- The Library hopes to cancel the Tyco Security contract; there are unnecessary charges for tasks the staff are managing, and the Library's camera system covers. Red Hawk Alarm Services is the potential contractor.
- NJLA supports State legislation that increases annual State funding for libraries; EPL currently receives approximately \$65,000 a year.

- The Urban Dinner will take place in the Elmora Library back yard on Sunday, October 20.
- The Mayor will be honored at the LUCC reception, Ms. Chmiel nominated him. Ms. Tidd and Ms. Smith will attend.
- It was moved by Ms. Serratelli, seconded by Ms. Russell to accept the Director's Report.  
Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.

#### **COMMUNICATIONS:**

- Libraries of Union County Consortium (LUCC) Reception invitation for September 25, 2019 at 6:30 PM in Cranford Community Center 220 Walnut Ave, Cranford, NJ 07016.
- CDBG Grant CD-45 Contract FY July 1, 2019 to June 30, 2020 of \$30,000 addresses curbing issues at Main, including pedestrian access when the gates are locked, and ADA access, particularly on the sidewalk along the Rahway entrance.
- Ms. Chmiel has been in contact with the landlord at the Shopping Mall adjacent to Elmora, Mr. Steve Grinaldi, and City Attorney Ray Bolanowski about reported interior water damage caused by poor drainage in the Elmora parking lot.
- The Department of Labor and Workforce Development increased the Library Adult Literacy Grant by 10% to \$103,000.
- More New Jersey Libraries say they will eliminate fines for late books, though not for lost or damage material; fines are processed automatically.

#### **UNFINISHED BUSINESS:**

- City ID update is in Mr. Luck's report.
- The establishment of a Library Friends Group is being handled by Ms. Earnestine Smith, Letitia Sweat and Mr. Alan Cohen. There is a rather complex legal process.

## NEW BUSINESS

- Ms. Chmiel explained in detail the need and purpose of Capital Expense plan and recommended signing a Resolution for Establishing Capital Expense Policy and Reserving Funds.
- It was moved by Ms. Serratelli, seconded by Mr. Freedman to Approve Resolution to Establish Capital Expenses Policy and Reserving Funds. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.
- It was moved by Ms. Serratelli, seconded by Mr. Freedman to Approve Resolution to Transfer Funds from FY 2016-2017 (\$248,443.00), FY 2017-2018 (\$145,846.00) and FY 2018-2019 (\$193,584), a total of \$577,873, to Capital Reserve. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.
- Ms. Chmiel requested that the Operations and Facilities Committee discuss the two “Proposal for Roofing Solution” documents. Mr. Goldblatt, Ms. Russell and Ms. Kelly will meet.
- Ms. Chmiel strongly recommends upgrading to RFID (Radio Frequency Identification) to protect the Library’s collections. Ms. Chmiel explained in details the benefits of an RFID system. Discussion. Complete installation will cost \$96,000. The vendor is a SHI, which holds a NJ State Contract.
- It was moved by Ms. Serratelli, seconded by Mr. Freedman to Accept the RFID Proposal. Vote: Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.
- The Birds that visited at Elmora over the summer have found a new permanent home with Bob Hydock; we hope the birds will return monthly for a Read to the Birds program.

## **PERSONNEL**

- It was moved by Ms. Serratelli, seconded by Mr. Freedman to increase by \$5,000 Edwin Lopez's annual salary starting September 1<sup>st</sup>, 2019. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.
- It was moved by Mr. Freedman, seconded by Ms. Russell to increase by \$3,000 Roel Laurel's annual salary starting September 1<sup>st</sup>, 2019. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.
- It was moved by Ms. Serratelli, seconded by Ms. Tidd to hire Marianna Hernandez as a Part-Time Library Assistant at \$13.48 per hour. Vote: Mr. Eloy Delgado, Mr. Ted Freedman, Mr. Aaron Goldblatt, Ms. Kristin Kelly, Ms. Anne Russell, Ms. Pearl Serratelli and Ms. Lorraine Tidd. Abstentions: None.

## **ADJOURNMENT**

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

Meeting adjourned at 7:12pm

Submitted by Ana V. Monje-Medina.