

Board of Trustees
Minutes
December 20, 2016

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on December 20, 2016. President Mr. Delgado called the meeting to order at 5:35pm. A quorum was established by roll call.

ROLL CALL

Present: Eloy Delgado, Ted Freedman, Anne Russell, Pearl Serratelli, Earnestine Smith (Late) Kevin Weaver. Absent: Veronica Alvero (Excused), Kenyetta Jackson (Excused), and Christian Veliz.

Visitors: No visitors.

Ms. Chmiel, Library Director announced that adequate notice of this meeting had been provided by a notice in the Star Ledger. Also, a notice was posted on the bulletin boards of the main library and branches.

Ms. Chmiel agreed that the Library's address will be added to the Board meeting dates before posting.

MINUTES

It was moved by Mr. Weaver, seconded by Ms. Russell, to approve the minutes from November 15, 2016. Votes: Ayes - Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.

TREASURER'S REPORT:

Mr. Weaver established that we are nearly midway through the fiscal year, and we have sufficient funds, though he also acknowledged that we have not made the Pension payment yet. Ms. Chmiel noted that 61% of the budget remains, although the money for book purchasing is very tight. Ms. Chmiel noted that on January 4th we will have a Local Government Energy Audit (LGEA) to help us to evaluate our current systems, and determinate possible energy savings..

Mr. Delgado inquired about our Bank account status. Mr. Weaver replied that we have earned \$1,200 in interest this year without paying any fees. Board members expressed approval. It was moved by Mr. Weaver, seconded by Ms. Russell, to approve the Treasure's Report Votes: By Acclamation.

PRESENTATION OF BILLS:

Ms. Serratelli asked the identity of North Jersey Friendship House and Superior Office. Ms. Chmiel identified them as the new Custodial vendor and the copier vendor, respectively.

Ms. Chmiel brought the Board's attention to the Hudson Energy bills; they have started charging us \$300 interest on 'late' bills, as well as for sales tax. Hudson Energy has repeatedly told Ms. Chmiel that municipalities are not exempt from sales tax, but this is not what she and our accountant recall from dealings with PSEG. Mr. Weaver suggested contacting Mike Stoller, who managed our Energy Auction. Mr. Delgado asked if we can determine our savings, following the energy auction. Ms. Chmiel replied that is difficult to compare since we continue to pay PSE&G for delivery.

Ms. Serratelli inquired what Hickory Tree was; Ms. Chmiel replied it was an acapella chorus that performed on Saturday December 17th at the Library. Local Yellow is our newspaper vendor and we should expect a slightly lower bill next month, due to some cancellations. It was moved by Mr. Weaver, seconded by Mr. Delgado, to accept the Presentation of Bills Votes: By Acclamation.

REPORT OF STANDING COMMITTEES

Ms. Russell presented the Nominating Committee slate: President, Mr. Freedman; Vice President Mr. Weaver; Treasurer, Mr. Delgado; and Secretary, Ms. Serratelli. The Nominated Slate was accepted By Acclamation. The new officers take their positions on January 1st, 2017. Ms. Chmiel thanked Mr. Weaver for his dedication during his tenure as Treasurer. Mr. Delgado expressed thanks for the great honor in having served as Board President for two years; he also acknowledged the very hard work and accomplishments of his fellow trustees during the past two years, including efficiently managing and increasing the Library budget. "We served the community," he concluded. Mr. Delgado is happy to resume the Treasurer position.

REPORTS OF SPECIAL COMMITTEES

Special committees did not meet in December.

DIRECTOR'S REPORT

Consult your packet for the complete report. Highlights include:

- Mr. Goulart has been working on the heat at Elmora and Main; there is an improvement in the heat in the Children's Dept. Mr. Goulart is looking into other locations that are not functioning appropriately at the library.
- We are still working on implementation of the 72 hour *New York Times* passes, Ms. Chmiel stated. Mr. Luck added that he and Mr. Lopez are working on adding an in-house template to make it work at lower price; however things like the City ID project have caused delays. An authentication protocol needs to be established so that only EPL card holders gain access to the 10,000 passes annually allocated; we currently have less than 300 users a month.
- In response to Mr. Freedman's inquiry about December 1st non-English Speakers Tour, Ms. Chmiel responded "there were two International Refugee Committee Tours scheduled at the Library by Mr. Alvarez, but one only was confirmed. Aimee Fernandez led one of the tours, offering translation into Spanish, while the teacher translated Arabic, and French Creole. It was a successful event, and the students appear to reside in Elizabeth. We will be happy to have more of these tours," Ms. Chmiel added.
- On January 4th, an Energy Auditor will tour the Main Library and Elmora. The goal is the eventual receipt of grant moneys to update energy-consuming utilities like our lights and the HVAC system.
- Ms. Russell noted that a former Board member, Margaret Spirito, passed away. She was a very active Elizabeth resident. Ms. Russell recommended having a Resolution to honor her. Ms. Chmiel will present it to the Board for approval.
- Ms. Chmiel pointed out the positive outcome to Aimee Fernandez's grant for the digitization of the *Elizabeth Daily Journal* data base, with about 2,000 hits in a 1 ½ months; even the vendor noted that this was a remarkable number of hits in such a short time.
- Mr. Luck has been working on filling in some statistics gaps in the report.
- Mr. Freedman questioned the drop in Elmora's Sunday door count in November. Ms. Chmiel suggested this could be related to Holidays and particularly nice weather.
- Ms. Chmiel has recommended the staff avoid purchasing duplicate DVDs for branches.

It was moved by Mr. Weaver, seconded by Mr. Delgado, to accept the Director's Report. Votes:
By Acclamation

UNFINISH BUSINESS

- The Memorandum Of Understanding (MOU) between the Library and the City for the ID Card Program was first broached with City Hall in November, but the City has just started to address this document. Ms. Chmiel expressed concern about point # 4 "Provide the City with monthly revenue reports and the actual money orders received with Municipal Identification applications directly to the City Treasurer. Each money order shall be made payable to the 'City of Elizabeth.'" Since is not spelled out, what concerns Ms. Chmiel, is that she doesn't want the Library's staff to be responsible for the deposit of moneys to the City; we are just administrators, we don't own the program; we can't be expected to deposit the money with the City three times a week. (Discussion) Ms. Chmiel distributed to the Board the MOU provided by the City Legal Department for study and review; Ms. Chmiel encouraged Board members to provide suggestions or amendments, as necessary. Mr. Weaver asked how damaged equipment could affect the Library; he suggested adding a protective statement to the MOU. Ms. Chmiel observed that it could be added it to Part # 1:

"Supply the Library with the equipment, including one (1) computer, one (1) printer, and the Fargo machinery, including the MorphoTrust foreign document verification technology necessary to verify an applicant's identification. This equipment shall be considered on loan to the Library. **And the City will be responsible for all maintenance, troubleshooting and supplies.**" [Bold text indicates recommended amendment]

The Library's bar code number will also be the unique City ID number. The program is expected to start around the end of January or beginning of February. Ms. Serratelli asked how many Library staff will be involved in processing an ID card; for the first 60 days, two people will be assigned to the task, one from the Library and one from City Hall. Each card takes 30 minutes to process. Ms. Serratelli observed that that is a tremendous amount of time taken from Library responsibilities. Ms. Chmiel noted that Board is entitled to sufficient time in which to review the MOU. Mr. Delgado suggested studying the MOU and sending specific

points that Ms. Chmiel will present to the City Legal Dept, before the Board approves the MOU.

- In answer to Mr. Weaver's inquiry about the public bathrooms issues, and security involvement, Ms. Chmiel responded "it is frustrating to suffer the abuse and not to be able to do anything about it." She described the vandalism we have been experiencing, and the necessity of closing the men's room in order to implement repairs and sanitation. A call from City Hall forced the re-opening of the facility sooner than we found desirable. There followed a discussion on how the Library will manage public bathrooms service during renovation. Ms. Chmiel hopes to move ahead with this project, with demolition starting in February. A CDBG application for Elmora bathrooms has been submitted; we don't have a timeline for that project yet, Ms. Chmiel added.

READING OF COMUNICATIONS

No communications.

NEW BUSINESS

- Ms. Chmiel read the Resolution for CDBG Grant. It was moved by Mr. Weaver, seconded by Mr. Delgado, to approve Resolution for CDBG Grant (Elmora Bathrooms). Votes: By Acclamation.
- It was moved by Mr. Delgado, seconded by Mr. Weaver, to approve Resolution for SWAT Team (LaCorte) application. Votes: Votes: Ayes - Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays - none. Abstentions- none.
- It was agreed to allow Aimee Fernandez to establish a Go Fund Me project for a Fijitsu Image Scanner ScanSnap SV600.
- Mr. Freedman asked if the Library will close on Friday December 30th at 4pm; and Saturday, Sunday and Monday as they had discussed before. Ms. Chmiel confirmed this
- Ms. Serratelli suggested taking a vote on closing earlier on Fridays. Ms. Chmiel noted that closing earlier on Fridays will substantially help the Library Budget. It was moved by Mr. Weaver, seconded by Ms. Russell, to approve Resolution for Early Closing Fridays Starting January 6th, 2017. Votes: Ayes - Mr. Freedman, Ms. Russell, Ms. Serratelli, Ms. Smith and Mr. Weaver. Nays- none. Abstentions- none.

It was moved by XX, seconded by XX to move into Closed Session.

PERSONNEL

It was moved by XX, seconded by XX to move out of Closed Session.

ADJOURNMENT

It was moved by Mr. Freedman, seconded by Mr. Weaver to adjourn the meeting. Votes: By acclamation.

The meeting adjourned at 7:15pm

Submitted by Ana V. Monje-Medina