

**Board of Trustees**  
**Minutes**  
**November 15, 2016**

The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held on November 15, 2016. President Mr. Delgado called the meeting to order at 5:35pm. A quorum was established by roll call.

**ROLL CALL**

Present: Veronica Alvero, Eloy Delgado, Ted Freedman, Anne Russell, Pearl Serratelli, Kevin Weaver. Absent: Kenyetta Jackson (Excused), Earnestine Smith (Excused) and Christian Veliz. Visitors: Richard Hopkins an Elizabeth resident.

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.

Mr. Delgado opened the meeting by stating that “Regardless of whatever is happening nationally, this Library will continue to offer services to everyone, including our refugee population in Elizabeth, New Jersey.”

**MINUTES**

Mr. Freedman recommended a change in wording on page 2 of the October Minutes. Ms. Russell noted some typos that won’t change the meaning of the Minutes, and that should be corrected before being posted online.

It was moved by Mr. Weaver, seconded by Mr. Delgado, to approve the minutes from October 18, 2016 with the following amendments: Page 2 line 9 that reads: “financial crisis” to be “to prevent budgetary challenges.” Typos to be corrected. Votes: By acclamation.

**TREASURER’S REPORT:**

Mr. Weaver established that as of November 15 we have \$2 million in funds. Ms. Chmiel acknowledged that we received a bit more in State Aid this year. With 35% of the fiscal year

past, we have spent less than 35% of our budget. The Board was pleased to receive this news, though Ms. Chmiel cautioned that we haven't yet drawn down the Pension line. In addition, the library's prescription line shows a balance of \$75,931.04 out of a total budget allocation of \$117,000. Our prescription plan is part of the City's plan, Ms Chmiel reminded the Board. Mr. Freedman asked if there is a way to compare our health insurance costs with those for entities of a similar size. This is information that Ms. Chmiel could solicit from fellow library directors. Mr. Luck shared his experience with health care provision at Paterson's Library, and noted the differences between Paterson and Elizabeth.

It was moved by Mr. Weaver, seconded by Mr. Delgado to approve the Treasure's Report.

Votes: ayes, Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.

#### **PRESENTATION OF BILLS:**

A Maffey's Security charge of \$74.00 was identified as a charge for duplicating keys. It was moved by Mr. Delgado, seconded by Mr. Weaver to accept the Presentation of Bills. Votes: ayes, Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.

#### **REPORT OF STANDING COMMITTEES**

Ms. Russell announced that the Nominating Committee met in October, and that the slate will be presented at the December meeting. Mr. Delgado noted that it was an honor to serve as President for two years.

#### **REPORTS OF SPECIAL COMMITTEES**

Special committees did not meet in November.

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

**Consult your packet for the complete report. Highlights include:**

- Ms. Chmiel noted that this was Mr. Luck's first official Board of Trustees meeting.
- Ms. Chmiel reported that, while we are moving ahead with the City ID Program, the December implementation date has been pushed back, thanks to issues with ordering the equipment, and training and logistical questions. The program was approved by the City

Council on October 25<sup>th</sup>. Ms. Chmiel explained that the current expectation is that residents will get a Library card first, that the Library bar code will be transferred to the ID card, and that the initial Library card will be shredded. Ms. Chmiel presented a MOU draft (Points for Municipal ID), compiled by Mr. Andrew Luck, that has been sent to the City Legal Department. In response to Ms. Serratelli's inquiry about where in Newark that City ID is provided, Ms. Chmiel responded "at the Health and Human Services office." The Elizabeth ID Program will take place at the Library but all the logistical questions have not been addressed. Ms. Russell noted that the city should supply training for library staff for verification, registration, and card manufacturing processes. A full time person from Health and Human Services is expected to supplement a Library staff member for the first 60 days.

- On a monthly basis the library will invoice the City for the staff time required to process the ID cards; the time will be billable at \$12.15 per hour plus payroll taxes of 6.20% thru June 30, 2017. The estimated time to complete each card, from processing of paperwork through dissemination of the card, is 30 minutes. For each card processed in a month, the City will reimburse the library \$6.451. It is estimated that, in a 40-hour week, each person creating IDs could create 80 cards weekly, or 320 a month, Ms. Chmiel reported. It is expected that we will have hundreds of residents who are interested, which is why appointments will be required. (Discussion) Ms. Chmiel explained that this project requires not just the time and effort of our staff, but the intellectual capital of Mr. Edwin Lopez, Mr. Andrew Luck, and Ms. Chmiel herself, all investment factors that should be acknowledged. Mrs. Alvero recommended keeping a record of Library involvement. Mr. Delgado asked about the next steps. Ms. Chmiel explained that much depends upon the timely ordering and arrival of the equipment, something that is beyond the Library's control. Mr. Delgado offered to meet with City Hall representatives to discuss the Library's participation in the city ID program; he added that he hopes that Mr. Mayor understands the complexity of the program.
- Answering Mr. Freedman's question, Ms. Chmiel stated that in order to implement the 72 hour *New York Times* passes, we need to establish an authentication protocol so that only EPL card holders gain access. Mr. Luck is looking into options for developing the necessary authentication process; he has talked to Christy Sayre from LMxAC and has contacted the NY Times. More than 1850 users have accessed the *New York Times* through our group pass this year.

- *Elizabeth Daily Journal* has 120 digitized reels online.
- Ms. Chmiel explained the Courier transaction numbers, and the benefit this service provides to our collections (readers from other libraries get to use them) and to our patrons (our patrons get easy access to thousands and thousands of titles not held in our collection). And the additional work keeps our staff busy and occupied.
- Children's Halloween Party drew more than 100 participants for Batman and the Batmobile.
- Teen's Halloween Party attracted 60 participants.
- Mr. Lopez has been unable to update Technology statistics, thanks to his involvement in the city ID program and other projects.

It was moved by Mr. Weaver, seconded by Ms. Russell to accept the Director's Report. Votes: By acclamation.

#### **READING OF COMUNICATIONS**

- Closed session discussion.

#### **UNFINISH BUSINESS**

- The program to bring Social Work Interns from Rutgers into public libraries is expected to begin in either January or June. The process is alive; Ms. Chmiel will keep Board updated.
- Bathroom upgrades have been temporarily tabled due to work on the City ID program; Ms. Chmiel expressed concern about that project and hopes to resume work on it in January.
- At the last meeting the Board discussed a resolution that recent HVAC expenses be covered by Capital funds. It was moved by Mr. Freedman, seconded by Mr. Weaver to accept the Resolution for HVAC expenses to be covered by Capital funds. Votes: ayes, Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.
- Regarding the 2017 Board meeting dates, it was agreed to move the April meeting from April 18 to April 25. It was moved by Mr. Delgado, seconded by Mr. Weaver to approve the Board meeting dates as amended. Votes: ayes, Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.

#### **NEW BUSINESS**

- Ms. Chmiel addressed an unforeseen issue with our holiday closings as necessitated by the Union Contract. All staff are entitled to two days off for Christmas, and to an early closing

for New Year's Eve. Since weekend days cannot count as holidays, the Board will allow the Union members to decide between a second closing day of either Friday, December 23, or Tuesday, December 27. The Library will close at 4 PM on Friday, December 30 to accommodate the obligation to close at that time on New Year's Eve. It was moved by Mr. Delgado, seconded by Ms. Russell to accept the Holiday Schedule as amended pending future changes. Votes: ayes, Mrs. Alvero, Mr. Delgado, Mr. Freedman, Ms. Russell, Ms. Serratelli and Mr. Weaver. Nays- none. Abstentions- none.

**Comment [AL1]:** Is that date right? I thought it was the 26<sup>th</sup>? Are we open? What did the union decide?

- Regarding the annual staff Holiday lunch scheduled for Friday December 16, Ms. Chmiel requested of the Board a Library opening time of 11:30 AM. The goal is for all staff to have opportunity to socialize together, as this is good for morale. Money from the Sunshine Fund (provided by vending machines in the staff area) will support this year's food purchases. The requested closing hours were approved.
- It was moved by Mr. Delgado, seconded by Mr. Weaver to move the meeting in to closed session. Votes: By acclamation.

#### **PERSONNEL**

It was moved by Mr. Delgado, seconded by Mr. Weaver to move the meeting to open session. Votes: By acclamation.

It was moved by Ms. Serratelli, seconded by Ms. Russell to adjourn the meeting. Votes: By acclamation.

The meeting adjourned at 7:40pm

Submitted by Ana V. Monje-Medina