

Board of Trustees Minutes – June 20, 2023

Call to Order: The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held in person and remotely via Zoom on June 20, 2023. Ms. Pearl Serratelli called the meeting to order at 5:31 pm. **A quorum was established by roll call.**

ROLL CALL:

Present: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd.

Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres, Ted Freedman (zoom issues)

Also present were Mary Faith Chmiel, Library Director; Assistant Director, Robert Barbanell; and Helen Speros, Office Manager, taking minutes.

Announcement of Compliance with The Sunshine Law: In compliance. There is a notice in the Star Ledger for when the board meetings are held. We post this one time per year.

Welcome to Visitors: Ms. Pearl Serratelli states there are no visitors.

Comments from the Public: None

READING OF THE MINUTES (MAY 2023) (Action Item):

It was motioned by Ms. Pearl Serratelli to accept the Minutes from the previous meeting on May 16, 2023 and seconded by Mr. Martin Weingast.

AYES: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none

Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres, Ted Freedman.

TREASURER’S REPORT (JUNE 2023) (Action Item):

The budget is tight through the end of the FY, and the Director has saved money in various small ways, as best possible.

Ms. Pearl Serratelli asks if anyone has questions regarding the Treasurer Report and asks for a motion to accept. It was motioned by Ms. Ms. Lorraine Tidd to accept the Treasurer Report and seconded by Ms. Earnestine Smith. AYES: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none. Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres, Ted Freedman.

The following visitors join the meeting at 5:40pm: MaryFaith asks them to identify themselves. June Simmons from Roselle Library Board and Bridgette Bradshaw, Roselle Board President.

Ms. Pearl Serratelli asks if they have any comments and guests answer no.

MaryFaith notes the air is not working and will discuss more in her Director's report.

PRESENTATION AND APPROVAL OF BILLS (JUNE 2023) (Action Item):

- MaryFaith explains expenses for Liberty Mechanical is for the HVAC. The city has paid their share except for \$50,000. Willdan Energy are the engineers/consultants who handled the specs, bidding, supervising, and address any concerns we have. We received the switch gears which weigh about 1,000 lbs. each and are in the garage awaiting installation.
- George Cattabiani is an elevator consultant. He did the technical specs and will be back in 2 months for final inspections.
- Exxon expense is for the gas for the van, for the month.
- Fitzgerald is the legislative manual, they wanted to do it this year online but Aimee likes it printed. It is a record of who is in legislature at a certain time and their biography.

Ms. Pearl Serratelli motions for approval to pay the bills. It was seconded by Ms. Lorraine Tidd to accept the Bills List.

AYES: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none

Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres, Ted Freedman.

The Capital Projects Reserve on page 12. Mr. Weingast asks if the new computers will come out of the Capital Reserve Funds. MaryFaith said that is a possibility. Ms. Pearl Serratelli said we have to go ask the City for more money. Ms. Earnestine Smith is going to a 7:30 pm meeting this very night; she can ask for more money when she is there. Ms. Pearl Serratelli said she will go as well. Mr. Martin Weingast asks if we run Win10 or 7? MaryFaith answers Win10. Ms. Lorraine Tidd asks about grants and Pearl says we need more money from the city.

Ms. Pearl Serratelli asks if there is a motion to accept the Treasurer's Report. It was motioned by Ms. Lorraine Tidd and seconded by Ms. Earnestine Smith. AYES: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres, Ted Freedman.

Mr. Ted Freedman calls Ms. Lorraine Tidd and he then joined the meeting at 6PM via Ms. Lorraine Tidd's cell phone but had some interference and was then patched in through the library's LAN line via speaker phone.

REPORTS OF THE STANDING COMMITTEES: Personnel Committee (Closed Session)

REPORTS OF AD HOC COMMITTEES: None

DIRECTOR'S REPORT: Consult your packet for the complete report.

- MaryFaith discusses the 3 construction bids which were posted to the Star Ledger.
 - ELMORA PARKING LOT 120 DAYS OCT-NOV 2023
 - ELMORA ROOF 365 DAYS NEXT SPRING Materials are 6-8 month's out.
 - MAIN LIBRARY 120 DAYS OUT SEPT_OCT 2023

We will vote on the bids after they are received by the 7/19/23 date.

- We received a check from Russell \$1000/ \$2500 promised. Picture of note and check included.
- Pergola for Louise Fliger installed- pictures included.
- BrainFuse was lowered with a monthly cap.
- Library staff need a manual and training on the Building Management System.
- There are also issues with the Fan coil units and the air handler that cools the 4th floor.
- We will have to close 7/10,11 and 12 for the switch gears which are currently in the garage. They weigh approximately 1,000 lbs. and power to the building will need to be cut while they are installed.
- ADT equipment- foul odors in the bathrooms from the sewer lines which are tripping the smoke detectors. We have to flush fresh water down the drains daily.
- We received 4 free book trucks from the Middlesex Public Library.
- Elmora was the polling site for late voting for the primary election. 125 people attended.
- In May 118 people attended our computer classes. We offered 7 1on1 sessions.
- SAM software registered 4000 individual computer sessions.
- Newark Airport – a little girl created a small library at the airport. They asked if EPL can go over there and stock it with books. They wanted us to do this on a continuous basis. We put out free books here to the public/to our community. Doing this at EWR seems a little off-target.
- We have a decent DVD circulation but looking into streaming which is a popular way to go.
- Robert will organize a volunteer launch this summer for volunteers; all trustees are volunteers and will get an invitation.
- Over 100 attended GED Graduation NJ Lit. Largest graduation class they ever had and they were pleased.
- Teens are debating having an overnight sleepover in the Library.
- Someone coming in with a hard HEART grant for art classes -15 students 1x/mo and they supply all material. Acrylics. July-August.

- Elmora book sale 8/5-8/12. Usha attended the Youth in Government Day for MaryFaith.
- Four of the staff attended Circulation Summit sponsored by LMxAC in Sayreville.

MaryFaith asks if there are any questions. Ms. Pearl Serratelli said we do so much here at the library.

Ms. Pearl Serratelli asks for a motion to accept the Directors Report. Ms. Earnestine Smith makes the motion to accept the Director's Report and it is seconded by Ms. Lorraine Tidd. AYES: Ted Freedman (phone), Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

READING OF THE COMMUNICATIONS:

Dan Russell sent a note and a check for \$1000 of the promised \$2500 Donation-Page 17

Travelers Insurance Recommendations- Recommends installing sprinklers throughout the building.

UNFINISHED BUSINESS: NA

NEW BUSINESS:

>**Alarm Upgrade Contracts**- Only a modest repair was required for the fire panel in the boiler room. Quote for a one-for-one replacement of the smoke detectors will be \$57,000 plus 25K for the required elevator smoke detectors.

Ms. Pearl Serratelli asks if there is a motion to accept the 2 ADT contracts. Mr. Martin Weingast makes motion to accept 2 contracts. MaryFaith states ADT for the smoke detectors, the elevators and for the rest of the building and it is seconded by Ms. Earnestine Smith. AYES: Ted Freedman, Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none. Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

>**Budget Transfers FY 2022-2023** Some lines are overspent. 228K from 15 budget lines to 12 other budget lines. Ms. Pearl Serratelli makes a motion to accept the budget line transfers and it is seconded by Ms. Earnestine Smith. AYES by Acclamation: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none. Abstinance: Ted Freedman not physically present to vote. Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

>**Change to July/August Meeting Date**

Bids are in on 7/19/23 so the date will be after. Discussion on deciding the date.

Ms. Pearl Serratelli makes a motion for July 25 at 4pm Board Meeting Date which is seconded by Ms. Lorraine Tidd. AYES by Acclamation: Ted Freedman, Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Lorraine Tidd. NAYES: none Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

>Changes to the Quiet Room

The Library Social Worker currently shares an office with Jeff in reference and needs her own private space. The most reasonable option is the old Quiet Room which Wanda currently uses for the EMID.

Wanda and Britanie have agreed to share/split the space and we await a quote from bfi. The Roselle guests requested Social worker's business card and Helen gave them each one.

CLOSED SESSION:

A Closed Session was motioned by Ms. Lorraine Tidd and seconded by Mr. Martin Weingast. AYES by

Acclamation: Ted Freedman (phone), Michael Ojeda, Martin Weingast, Pearl Serratelli, Lorraine Tidd.

NAYES: none Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres. Earnestine Smith (not in room)

OPEN SESSION:

- **Accept resignation of Amanda Perez.**

Motioned by Ms. Lorraine Tidd and seconded by Ms. Earnestine Smith.

AYES by Acclamation: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Ted Freedman,

Lorraine Tidd. NAYES: none. Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

- **Extend Grace Aristil an additional 3 month leave without benefits.**

Motioned by Mr. Martin Weingast and seconded by Ms. Earnestine Smith.

AYES by Acclamation: Michael Ojeda, Martin Weingast, Pearl Serratelli, Earnestine Smith, Ted Freedman,

Lorraine Tidd. NAYES: none. Absent: Eloy Delgado, Kenyetta Jackson, Lisa Torres.

ADJOURNMENT:

Ms. Pearl Serratelli motioned to adjourn at 7:15pm and seconded by Ms. Lorraine Tidd. AYES by

Acclamation: Ted Freedman (zoom), Michael Ojeda, Martin Weingast (zoom), Lisa Torres, Pearl Serratelli,

Earnestine Smith, Lorraine Tidd. NAYES: none Absent: Eloy Delgado, Kenyetta Jackson

Submitted by Helen Speros