

Board of Trustees Minutes – OCT 17, 2023

Elizabeth Public Library

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 October 17, 2023. Ms. Pearl Serratelli called the meeting to order at 5:34 pm. **A quorum was established by roll call.**

ROLL CALL:

Present: Pearl Serratelli, Lisa Torres, and via ZOOM Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. Absent: Eloy Delgado, Kenyetta Jackson, and Earnestine Smith.

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

Announcement of Compliance with The Sunshine Law: In compliance.

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

Comments from the Public: None

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

- Budget not yet received.
- The original Elmora parking lot quote was higher than the amount billed. Ms. Pearl Serratelli said it was a beautiful job, clear blue markings, brilliant, even, smooth, and no standing water.
- Ted Freedman asks about ADP - we are switching from When I Work to ADP for staff scheduling.
- Mary Faith Chmiel states we received an allocation for October which was higher than previous months. If this represents the new budget, then it amounts to a \$133,000 annual increase.

It was motioned by Ms. Pearl Serratelli to accept the September Minutes from the previous meeting on September 19, 2023 and seconded by Ms. Lorraine Tidd. AYES: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

TREASURER'S REPORT (October 2023) (Action Item): Lisa Torres has nothing to report.

- Mary Faith advises we received a check for 75,578.00 from Library State Aid; last year it was 55,000 and we are thankful for the addition recompense.
- E-port- The rent may go up: when the 20-year lease was close to expiring we learned we had not paid the proscribed increase after years 10 and therefore could not negotiate. We are on a 10-year lease now and there may be an increase at 5 years. We continue to save as we do not pay for security.

Ms. Mary Faith Chmiel asks if anyone has questions regarding the Treasurer Report and asks for a motion to accept. It was motioned by Ms. Pearl Serratelli to accept the Treasurer's Report and seconded by Ms. Lisa Torres. AYES: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

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

- When I Work payment: We are on a monthly schedule with WIW because ADP was not ready to set us up. Robert Barbanell states they had scheduling issues as the employee who handles was on leave etc.
- Ms. Lorraine Tidd asks about Swank license fee \$1,966: This is a yearly fee which covers Main and Elmora for movies. Eport and LaCort were eliminated from viewing, to save money
- A&J Auto bill of \$340.00: for the van mirror which was damaged, fell off and needed to be replaced. We do not have a 2nd vehicle for or with a plow.

Ms. MaryFaith Chmiel asks if anyone has questions regarding the Bills List and asks for a motion to accept. It was motioned by Ms. Pearl Serratelli to accept the Bills List and seconded by Ms. Dorothy McMullen. AYES: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

REPORTS OF THE STANDING COMMITTEES: None

REPORTS OF AD HOC COMMITTEES: None

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

Mary Faith discusses the following:

- The banking situation: we were hacked/scammed and now PNC is setting the Library up with a new service to protect us which will cost \$90/month and for which they will provide training. Electronic checks may be considered a safer process.
- ADT – Security company has finished installing/upgrading all the smoke detectors in the building. They had done the ones outside the staff elevator and offered an affordable quote to do the rest of the building. The old ones were 30 or more years old.

- Staff elevator- Did not pass inspection. The flooring in place was not fire retardant; carpeting has been removed to original flooring. There is no new date for a new inspection and the elevator cannot be used until it passes inspection.
- Joshua Burton: Sexually assaulted a staff member 11 years ago and was imprisoned. After he was released 9 years ago, he came to the library breaking his parole and was imprisoned again. Now 2 years later he has been released again. Staff is to call the police if he returns. We have his picture posted.
- Elmora Roof – We are going with a metal roof which will be longer lasting, and less leak prone. There is an issue with noise from rain that may need to be addressed.
- Main Building – Prevention of water penetration. The brick wall near LHR leaks and outside of office is very wet. Lorraine Tidd asks about the main building envelope. Mary Faith answers that is what the architect calls it because it involves more than the roof where we get water penetration. The flat roof has a membrane under warranty but water is under the membrane and they will re-seal it, replace 250 slate tiles, and make leak holes in the brick so the water drains and does not enter building. The walls will have parging. The process of parging generally refers to the application of a cement coating, which is applied over a wall surface, such as over a foundation, or exterior wall.
- Britanie and Wanda space - used to be called the quiet room and is in our flex space on the 2nd floor. I have received samples to choose from but no prices. We will create a partition with panels.

Ms. Pearl Serratelli motions to accept the Directors Report and it is seconded by Ms. Lorraine Tidd. AYES: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

READING OF THE COMMUNICATIONS: None

UNFINISHED BUSINESS: Ted asks for an update on Groundworks Elizabeth, parking etc. Mary Faith wanted their van to have a designated spot near the butterfly garden but the space was not big enough so another spot was given to them and painted GWE ONLY. They had requested 2-3 other spaces for staff which was denied, with a recommendation to park on the street in front of the branch.. We didn't sign off on the updated MOU because we asked additional questions and they have not been answered.

NEW BUSINESS: Quote from auditor Suplee, Clooney for \$15,900 for the upcoming audit. Ted Freedman questions the mention of a 3rd party doing the audit. Suplee Clooney have since stated they will be doing the audit; not a 3rd party.

Pearl asks for a vote to accept the auditors bill for fiscal year 22-23. Mr. Ted Freedman motions to accept the Suplee, Clooney Audit and it is seconded by Ms. Dorothy McMullen. AYES: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen. Abstention: Mr. Martin Weingast NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

CLOSED SESSION/ OPEN SESSION:

Closed Session is motioned by Ms. Pearl Serratelli and seconded by Mr. Ted Freedman. AYES by Acclamation: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

Out of Closed Session is motioned by Ms. Pearl Serratelli and seconded by Mr. Martin Weingast. AYES by Acclamation: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

No business conducted in Closed Session?

ADJOURNMENT:

Ms. Pearl Serratelli motioned to adjourn at 7:15pm and seconded by Ms. Lisa Torres. AYES by Acclamation: Pearl Serratelli, Lisa Torres, Lorraine Tidd, Ted Freedman, Dorothy McMullen, Martin Weingast. NAYS: none. Absent: Eloy Delgado, Kenyetta Jackson, Earnestine Smith.

Submitted by Helen Speros