



THE NEWARK PUBLIC LIBRARY

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www.npl.org

Board of Trustees Meeting Minutes Tuesday, March 27, 2018 at 5:00 P.M. in the 2nd Floor Board Room

Board members: Tim Crist, Tom Alrutz, Sandy King (excused), Rosemary Steinbaum, Charles Auffant, Anasa Maat (excused), Trish Morris-Yamba arrived at 5:17 pm, De'Shawn Wright (excused), Jeremy Johnson

Staff: Jeffrey Trzeciak, Rob Latz, Nicole Butler, George Williams, Nadine Sergejeff
Heidi Cramer, Leslie Colson, Rod Jefferson, Jorge Rodriguez, Ingrid Betancourt, Tom Ankner, Susan Lazzari, Leslie Kahn, Diana Glover

Others: Dorothea Moore, Karen Horton, Sandra Hughes

- I. **Call to Order and Roll Call.** Tim Crist called the meeting to order at 5:07 PM and read the Open Public Meetings Act Statement. Tim called the roll, De'Shawn Wright, Anasa Maat, and Sandy King were excused absent. Trish was not present but was expected to arrive soon.
- II. **Approval of Public Session Minutes of January 23, 2018.** Tim solicited comments or corrections to the public minutes of the January 23, 2018 meeting. None were offered, *motion to approve made by Charles Auffant and seconded by Tom Alrutz. Approved unanimously.*
- III. **Director's Report - J. Trzeciak**
 - a. Leadership Team Reports. The reports printed and included in the board binders for review by the Trustees.
 - b. Statistics Report. A brief overview was offered. Jeffrey noted the growth in library sponsored programs and their attendance.
 - c. Strategic Plan Implementation Teams. Jeffrey introduced the newly created "Strategic Planning Implementation Team" chaired by Tom Ankner and Susan Lazzari, and consisting of several committees, each of which is organized around one of the strategic directions. Tom reported that he and Susan had met with Jeffrey and that the subcommittees had also begun meeting. Each subcommittee had formed a 1-page overview of goals/objectives for each of the strategic directions (copies were included in the board binders). These subcommittees were expected to meet at least monthly. Tim commented that the next 6 months were critically important for the implementation of the strategic plan, and that this was the phase during which time many strategic plans tend to lose momentum. Jeffrey commented: 1) that another all staff meeting would be convened soon as part of next steps of the strategic plan, 2) that the Board was welcomed to submit feedback to him regarding the strategic plan, and 3) he would like to have more meetings at branches. The latest draft of the strategic plan (with new graphics) was shared with the Board.

- d. Enhance and Promote NPL's Distinctive Special Collections -- Update on the Carnegie grant.. Ingrid Betancourt commended the team effort that had resulted in the completion of 98% of the goals related to the Carnegie grant. She also reported positively on the publication of the My Newark Story educational activity book, and the professional development training that was completed recently with Belmont Runyon School.
 - i. Jeremy Johnson suggested that New Jersey Senator Ron Rice receive a copy, each City Council member, the other reps for our area.
 - ii. Nadine Sergejeff reported on the digitization aspect, stating that many things had been added recently, including *La Tribuna* and Newark Eagles Papers; the Henderson Collection was being worked on and awaiting a formal legal opinion on it. She reported on the robust professional development training, which included presentations on neighborhood histories, digital resources, topped off by a lecture by Rutgers History Professor Dr. Mary Rizzo. Nadine also drew attention to the exhibits that were created in conjunction with the grant, copies of which were included in the board binders. She noted that the My Newark Story books and related activities had enabled a greater degree of community outreach than ever before. Educational consultants employed through the grant have spent extensive time visiting schools.
 - iii. Rosemary inquired about the amount of information being shared with the Carnegie foundation program officer regarding the highly successful grant-related efforts. Jeffrey was scheduled to meet with Carnegie Corporation President Vartan Gregorian on Monday April 2, 2018, and would provide an update to President Gregorian on the grant then. There was a wide consensus among the board that the fruits of the Carnegie grant should be emphasized to the program officer, President Gregorian and his staff.
 - iv. The board commended the *My Newark Story* activity book in particular and a large round of applause was given to Nadine and her team.
- e. Correspondence. Jeffrey presented the board with copies of the *Positive Community Magazine*, and *Newark Bound*, which both featured articles about the Newark Public Library.

IV. President's Report - T. Crist

- a. Tim commended the opening of the stack towers (wooden bookshelves were removed to expose portals into and out of the stacks on several floors), noting its dramatically different appearance.
- b. Tim noted the recent passing death of Dr. Alma Flagg, whom he praised as one of the most important civil rights pioneers in Newark. She was member of the Friends of the Newark Public Library Board, was on the NPL Board too, and the first Black principal of an integrated school in Newark. She was 99.

V. Treasurer's Report – T. Alrutz

BILL SHEET #1272: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,276,385.64 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
January 12, 2018	\$239,850.58
January 26, 2018	\$ 237,676.95
Disbursement Activity	
Operating Account	\$ 701,481.67
Grant Account	\$ 93,082.75
Endowment Account	\$ 4,293.69
Total Disbursement for January 2018	\$ 1,276,385.64

BILL SHEET #1273: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ \$ 817,095.89 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
February 9, 2018	\$ 242,743.56
February 23, 2018	\$ 231,309.26
Disbursement Activity	
Operating Account	\$ 299,975.17
Grant Account	\$ 38,355.05
Endowment Account	\$ 4,712.85
Total Disbursement for February 2018	\$ 817,095.98

Tom Alrutz motioned for approval of the bill sheets #1272 and #1273, seconded by Trish Morris-Yamba, and approved unanimously by the board. The comptroller, library director and president of board signed the bill sheets.

VI. Development Committee Report (J. Johnson)

- a. Fundraising update. Jeremy presented the board with a list of current grants and their status. He drew attention to the Non-Profit Finance Fund’s (NFF) “Newark Resilience Initiative Flexible Capital” grant, which awarded the Library \$100,000 and brought together a cohort of non-profits in the city. The grant and related work with NFF enabled NPL to look at its long-term financial health and sustainability.
- b. Newark Public Library Foundation (NPLF) Report. Jeremy introduced the topic, stating that questions about the Newark Public Library Foundation had been raised at the January 2018 Board meeting and that this report was intended to answer those questions, clarify confusion and address concerns. The NPLF report was distributed in advance of the meeting via e-mail to the board, and included background on the rationale for, and the formation and structure of the

foundation. Jeremy went through the report section by section, including: purpose, resolution to form the foundation adopted by the NPL Board on May 28, 2014, structure of NPLF, NPLF officers and Board Members, NPLF Fundraising, Status of NPL's Capital Fundraising, process for NPL to secure distributions from NPLF, and NPL Governance. Tim Crist commented on the governance issues, reiterating the importance of 1) aligning NPLF's fundraising activity with the strategic plan, 2) encouraging cross-pollination between the NPL board and the NPLF board and the boards of the three Friends groups, 3) charging the NPL board's Development Committee with i) reviewing the development plan, ii) receiving reports on the fundraising plan and inform the board, iii) providing quarterly updates; and 4) clarifying the gift acceptance policy. Extensive conversation followed the delivery of the report.

Charles Auffant again raised concerns regarding the governance of the foundation, particularly about control of funds kept by the NPLF. He expressed concern that the NPL Board did not have full control over the funds kept by NPLF, and that in a rare yet conceivable scenario, a renegade board at the NPLF could use the funds as they see fit without any oversight by the NPL Director or NPL Board. He expressed a desire to find a way to give the NPL Board ultimate control of the NPLF and its funds. He also expressed concerns about the allocation of funds raised by library staff, asking where the funds were ultimately kept (at NPLF or by NPL) and how such a division of funds was made and justified.

Tom Alrutz responded that much of the funds controlled by NPLF were restricted for specific uses. Tom also mentioned that the compensation of the top two development department employees were paid mostly out of the NPLF funds.

Tim Crist commented that in the long-term he would like to Library fundraising expenses funded with non-city dollars. He also mentioned that significant new gifts to NPLF were to be reviewed by the director and possibly the board.

Charles proposed that the "board should explore governance structures that we are all comfortable with that will ensure ultimate control by this board." He offered to suggest ideas for how that might occur. While commenting that he did not completely grasp what Charles was getting at, Tim noted that any structure or procedures developed for oversight of NPLF should apply to the different affinity groups as well since they are also engaged in fundraising. He asked Charles to propose methods to address the concern he had raised that we could then review with Board counsel and counsel to NPLF. Tim also emphasized that the Board delegates to the Director a critical role in deciding what grants to apply for and what gifts to accept, subject to a board-approved gift acceptance policy.

Trish thanked Jeremy and Tim for the report on the NPLF and asked that this conversation be continued during executive session.

VII. Operations Committee Report - T. Alrutz

- a. Budget report. Tom explained the budget reports for January and February. The Library spent more versus what it received in January 2018, but there is no reason to worry since it should balance by the end of the year. Tom stated he expected clearer budget reports at the next meeting after the 2017 budget was finalized.
- b. Endowment report. The Ameriprise report for February 2018 shows a remaining balance of \$378,097.35 in investments in Ameriprise which have not yet matured and been turned over to the library. Eventually they will be turned over the NPL endowment account at the Community Foundation of New Jersey (CFNJ). The report from CFNJ on the NPL endowment fund there shows a January 2018 balance of \$1,682,075.35, half of which is in a stable value pool and the other half in a long-term investment strategy. Another ~\$67,000 was moved from NPL into CFNJ and will show up in the February report. This will start to move us over the \$2,000,000 level, and the endowment will be simpler once all the funds are moved to CFNJ, making the report on one sheet of paper.
- c. Buildings and grounds. The energy report conducted by AKF Group was completed, they have told us what things we can do easily on our own, what requires capital, and what could be amortized over time using an Energy Service Company (ESCO). Next steps will include lighting upgrades to the new JBAAR space and restoring air conditioning on the 4th floor, as well as a cooling system for the atrium at main library, by June 1st. The library will be going out to bid on these projects, and the contract will be reviewed by the board before it is finalized. The board should expect a special board meeting to be called at some point later in April.
 - i. Roof replacement at Van Buren and Main. Work will start in March. The Main Library is dealing with one portion of the front roof that has a very bad leak and other portions of it will be covered over the next year. Other branch library roofs are still being worked on to contract for those repairs.
 - ii. Elevators –Springfield also has elevator problems that were just fixed. Weequahic’s elevator should be fixed by the end of the week.

VIII. Unfinished Business - T. Crist

- a. Election of new officers. Trish Morris-Yamba, chair of the nominating committee, announced that the committee proposed that the current slate of officers be continued: Tim Crist, President; Trish Morris-Yamba, Vice-President; Anasa Maat, Secretary; Tom Alrutz, Treasurer. After an e-mail soliciting other nominations and none were offered, this was the only proposal. Tim solicited again any new nominations from the board and from the floor. None were offered. ***Motion to approve the officer slate as proposal by Trish, seconded by Jeremy, passed unanimously.***
- b. Report on voter registration forms – Heidi Cramer reported that there were now forms at every desk in English and Spanish at all locations. Charles Auffant asked if staff were asking patrons to register to vote during each interaction, and Heidi responded that the staff were being encouraged to do so and that deadlines for registration had been posted.

- c. Tim asked for an update on the Policy Binder that was requested at a previous board meeting. Jeffrey reported that Rob Latz had been working on a list of policies currently in place and a list of policies that potentially should be implemented. Tim mentioned that the committees will have an important role in reviewing existing policies and proposing new policies. Jeffrey reported that an update to the room rental policy would be presented to the board at the next meeting, to incorporate language to acknowledge our commitment to diversity.

IX. New Business

- a. Meetings at branches. Tim introduced the idea of holding meetings at Branches. Trish and other board members agreed that it was a good idea and that it would be good to have more exposure to the branches. Rosemary noted that public notice and ample advertisement of the new meeting locations should be done. Jeffrey stated that he and Rob Latz would work on producing a schedule for meetings and committee meetings at the branches.

X. Public Comments - T. Crist

- a. Dorothea Moore reported to the Board that she would have another report at the next Board meeting. She also requested that a circulation fan be installed in the elevator at the main library when work is completed.
- b. Ms. Sandra Hughes, resident of the South Ward, delivered a comment of appreciation and concern about the recent Drag Queen Story Hour program at the Library.

XI. Resolution to move into Executive Session - *Tim requested a motion to move into executive session at 6:44 pm, moved by Trish Morris-Yamba and seconded by Tom Alrutz, and approved unanimously by the board.*

XII. Resolution to return to Public Session *made by Tim Crist at 7:43pm, seconded by Charles Auffant.*

XIII. Passage of resolutions discussed during executive session

- a. ***On the motion of Trish Morris Yamba, seconded by Tom Alrutz, the Board of Trustees of the Newark Public Library unanimously approved*** 1) an annual performance incentive award to Jeffrey Trzeciak of \$16,000 (10% of his base salary), per the terms of his employment contract; and 2) a base salary adjustment set at the same percentage increase negotiated with the union for Library staff members, to be effective January 1, 2018.
- b. In accordance with the by-laws Art. Sec. 1 the Director recommends ratification of the following appointments and personnel actions. ***Moved by Trish Morris-Yamba, seconded by Tom Alrutz, and***
 - i. ***VOTED***, that the following appointments (replacement) in the non- competitive division be approved as of the dates indicated:

<u>Name</u> Sec.	<u>Title</u>	<u>Salary</u>	<u>Effective</u>
1. Sharrief, Oshun	Monitor	\$8.60hr.	1/16/18

ii. and **VOTED**, that the following resignations be accepted and approved:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
1. Davis, Dwayne	Sr.Bldg.Maint.Wkr.	2/16/18
2. Bowen-Roper, Aaliyah	Library Associate	2/17/18

iii. **VOTED**, that the following provisional appointment, pending the New Jersey Civil Service Commission examination and certification, be accepted and approved:

<u>Name</u> Sec.	<u>From</u>	<u>To</u>	<u>Effective</u>
1. Royster, Kiyam	Maint. Rep \$55,406	Sr. Maint. Rep temp. \$56,514	2/5/18

iv. and, **VOTED** that,

1. WHEREAS, Penelope Jabido has reached 41 years of service as an employee of the Library, has reached the age of 66 and is now eligible for retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Ms. Jabido's retirement from the Library effective February 1, 2018, and;

2. WHEREAS, Juanita Egoavil has reached 29 years of service as an employee of the Library, has reached the age of 68 and is now eligible for retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Ms. Egoavil retirement from the Library effective January 1, 2018, and;

3. WHEREAS, Caroline Bryant has reached 16 years of service as an employee of the Library, has reached the age of 63 and is now eligible for disability retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Ms. Bryant's disability retirement from the Library effective January 1, 2018.

FOOTNOTES

Resignation

Davis, Dwayne
Bowen-Roper, Aaliyah

Retirement

Egoavil, Juanita
Jabido, Penelope

Disability Retirement

Bryant, Caroline

3. Meeting adjourned at 7:48 pm.