



THE NEWARK PUBLIC LIBRARY

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Board of Trustees Meeting Minutes

Wednesday September 26, 2018 at 5:03 P.M. in the 2nd Floor Board Room

Board members: Tom Alrutz, Tim Crist, Jeremy Johnson, Roger León (absent), Anasa Maat, Trish Morris-Yamba, Rosemary Steinbaum, Lauren Wells

Staff: Ingrid Betancourt, Leslie Colson, Diana Glover, George Hawley, Rod Jefferson, Rob Latz, Susan Lazzari, Jeffrey Trzeciak, George Williams

- I. **Call to Order, Roll Call:** Board Members present were Tim Crist, Jeremy Johnson, Anasa Maat, Rosemary Steinbaum, and Lauren Wells, Tom Alrutz arrived at 5:25pm.
- II. **Approval of Public Session Minutes** of the July 25, 2018 meeting were approved on the motion of Rosemary Steinbaum, seconded by Jeremy Johnson, and passed unanimously.
- III. **Director’s Report –**
 - a. Jeffrey commented that Gerald Fitzhugh II, Deputy Superintendent of Newark Public Schools, had been appointed to the Newark Public Library Board of Trustees as the alternate for Roger León, Superintendent of Newark Public Schools.
 - b. Jeffrey mentioned that the updated action plans for the strategic plan implementation team had been offered in lieu of the department updates normally offered to the board. Tim asked that this reporting process be reviewed by Makiba Foster, who will be working as a consultant to review the entire public services department.
 - c. Jeffrey thanked Diego Quintero of the IT department for helping to implement computer upgrades system wide, that will now recur every three years. He also thanked Diego for helping to implement digital signs. Lauren suggested that the School District work with the Library to develop content for the signs.
 - d. Jeffrey announced that Junius Williams had agreed to donate all his personal papers and materials to the Newark Public Library.
 - e. Jeffrey reported that there was a website service outage that lasted for two full days. He was expecting a detailed report from the company that runs the NPL website, Digital Strategy Associates, soon.
- IV. **President’s Report –**
 - a. Tim reported that he, Rosemary, Tom and Jeffrey attended the Philip Roth Memorial Program at the New York Public Library on Tuesday, September 25, 2018.
- V. **Treasurer’s Report -**

BILL SHEET #1278: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$980,733.22 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
July 13, 2018	\$ 229,246.93
July 27, 2018	\$ 228,390.04
Disbursement Activity	

Ras J. Baraka
Mayor, City of Newark

Timothy J. Crist, Ph.D.
President, Board of Trustees

Jeffrey G. Trzeciak
Director, The Newark Public Library

Operating Account	\$ 366,474.46
Grant Account	\$ 156,059.49
Endowment Account	\$ 562.30
Total Disbursement for July 2018	\$ 980,733.22

BILL SHEET #1279: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$905,454.73 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
August 10, 2018	\$ 245,732.92
August 24, 2018	\$ \$ 242,063.01
Disbursement Activity	
Operating Account	\$ 339,932.29
Grant Account	\$ 71,073.42
Endowment Account	\$ 6,653.09
Total Disbursement for August 2018	\$ 905,454.73

Tom Alrutz motioned for approval of the bill sheets #1278 and #1279, seconded by Rosemary Steinbaum, and approved unanimously by the board. The comptroller, library director and board president signed the bill sheets.

VI. Development Committee Report

- a. Rosemary offered a Gala report. \$114,250.00 was raised so far, with the goal of \$225,000.00. Last year, a total of \$190,000 was raised. Rosemary asked the board to each take a responsibility for a table, \$150 per ticket. Invitations to go out the first week of October, the gala will take place on November 29 at Nanina’s in the Park. Rosemary reported that Spencer had met with the various affinity groups and that they’d taken charge of the silent auction at the gala.
- b. Rosemary thanked the Development team for their work on grants. The total raised through grants from January through September 2018 was reported as being \$993,875.00. Jeffrey recognized the remarkable efforts of Marian Calle, the Library’s Grant Writer.
- c. Roth Lecture is scheduled for Thursday September 27, 2018 with 300 RSVPs currently. Nearly \$3,000 has been raised through general donations connected to the lecture. Streaming to branches – Van Buren, Vailsburg, Weequahic, and North End. Tom recommends a Philip Roth section on the website, memorializing every year’s lecture. Lauren suggested the Library record reactions of audience members post lecture.
- d. Tim advised that the Library should make an effort to host the Dodge poetry festival at the Library in 2020. Jeffrey reported that the Library would be partnering with the Scholastic Art & Writing Awards and NJPAC to offer a jazz and poetry program on Friday, October 19, at 4:30pm in the James Brown Room.

VII. Operations Committee Report – T. Alrutz

- a. *Facilities.* Tom reported that the Library reviewed four proposals from ESCOs for the energy upgrade project.
 - He reported that the HVAC project on the 4th floor would be underway by early November, after bids were received, and thanked Panasonic for significantly discounted HVAC equipment.
 - The first step of the JBAAR Lighting has been completed. The Ceiling was painted. New furniture and flooring will be added to JBAAR soon.
 - Roof work is pending for Clinton Branch and the Main Library.
 - Sale of commerce street building is moving forward, there may be a deal to be approved at the Special Board meeting.

- b. *Budget reports.* Tom reviewed the financial reports for July and August. He stated that the Library's budget was very close to being balanced, and in good shape overall. The board noted that the City was slow in reimbursing the Library that this creates a problem since the Library has only a small surplus.
- c. *Endowment reports.* Current endowment value is up for the year, everything is slowly being moved into the flagship value pool.
- d. Tom reported that a preliminary budget for 2019 will be ready at the November Board meeting.

VIII. Unfinished Business – none

- IX. New Business** – Tim introduced the following resolution to add the comptroller Rod Jefferson as a signatory to all Library bank accounts, so that he may access library bank accounts online, moved by Tom Alrutz, seconded by Anasa Maat, passed unanimously by the board:

RESOLUTION TO ADD RODERICK JEFFERSON AS SIGNATORY ON LIBRARY BANK ACCOUNTS

WHEREAS, the Board of Trustees of the Newark Public Library have appointed a Library Director, whose responsibilities include the fiscal operations of the library; and

WHEREAS, the Library Director may delegate oversight of fiscal operations to Roderick Jefferson, the Assistant Director for Finance; and

WHEREAS, adding Roderick Jefferson as signatory to Library bank accounts is imperative to the smooth operations of the Library and timely payment of expenditures; now

THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the addition of Roderick Jefferson as signatory to all Library Bank Accounts to ensure the timely and effective fiscal operations of the Library.

Signed:

Dr. Timothy J. Crist, President

Dr. Anasa Maat, Secretary

X. Public Comments –

Dorothea Moore and Leslie Colson delivered public comments.

- XI. Resolution to move into Executive Session was made by Rosemary Steinbaum at 6:27 pm and seconded by Tom Alrutz**

XII. Resolution to return to Public Session

- XIII. Adjournment** – the board adjourned at 6:41 pm. The next regular meeting was scheduled take place on Tuesday November 27, 2018, at 5 pm in the second-floor board room at 5 Washington Street, Newark NJ 07102.