

**MEETING OF THE NEWARK PUBLIC LIBRARY BOARD OF TRUSTEES**

**HELD IN THE 2nd FLOOR BOARD ROOM**

**March 28, 2017**

**MINUTES OF THE PUBLIC SESSION**

**Call to Order:**

Dr. Timothy Crist called the meeting to order at 5:03 pm and read the Open Public Meeting Act Statement.

**Roll Call and Attendance:**

Dr. Crist called the roll. Thomas Alrutz, Jeremy Johnson, Sandra King, Anasa Maat, Trish Morris-Yamba, and Rosemary Steinbaum were present. Jeffrey Trzeciak, Director of Newark Public Library, was present.

De'Shawn Wright arrived at 5:07 pm. Charles Auffant arrived at 5:10 pm.

**Approval of Public Session Minutes:**

On motion of Trish Morris-Yamba, seconded by Thomas Alrutz, the minutes of the January 25, 2017 meeting were approved unanimously.

**Correspondence:**

There was no correspondence discussed.

**Director's Verbal Report**

Dr. Crist officially welcomed Jeffrey Trzeciak as the new Director of the Newark Public Library.

Jeffrey Trzeciak reported since his hire, he has spent a great deal of time connecting with staff and community to learn more about the desires and expectations of the community, their views of the library and how might it contribute to their goals and to identify opportunities to raise the profile of the library while also looking for opportunities to partner or lead. He met with many community leaders as well as conducted several interviews.

Mr. Trzeciak has reached out to other libraries through the State Librarian, Mary Chute, and Essex County Library Directors meeting as well as personally joining the New Jersey Library Association and the Library joining the Urban Libraries Council.

Mr. Trzeciak attended receptions at the Main Library and at the branches. The emerging themes were more books, more computers, more interaction and more literacy/teen/children's/career and college programming.

In a strong effort to increase communication and transparency, Mr. Trzeciak provides weekly emails to all staff about the week ahead highlighting his schedule and communicating any key information.

### **Statistical Report:**

Mr. Trzeciak indicated that the statistics are interesting, acknowledging that many are required by funders. He will work with staff to understand how and why current statistics are managed and to identify additional metrics that more clearly demonstrate the impact of the Library's services.

### **President's Report:**

Dr. Crist warmly welcomed Jeffrey Trzeciak acknowledging that he arrived in Newark on February 24<sup>th</sup> and started on February 27<sup>th</sup>! Dr. Crist and Mr. Alrutz introduced Mr. Trzeciak at an all staff meeting on February 28<sup>th</sup> affording him to meet each staff member present. Dr. Crist thanked Nicole Butler, the leadership team and the development team for their efforts in organizing the receptions.

Dr. Crist highlighted a several programs happening at the Library including the Toddler Dance in partnership with the Newark Mommies that had over 150 toddlers and their parents/guardians and nearly 300 people attending the viewing of "13<sup>th</sup>" sponsored by the Friends of James Brown African American Room featuring a panel that included former mayor Sharp James and former governor James McGreevy.

Dr. Crist expressed the board's appreciation for receiving a copy of the by-laws in advance of the meeting. The following committees with their respective members were established:

- Human Resources
  - Trish Morris-Yamba, Chair
  - Charles Affaunt
  - Timothy Crist
  - Jeffrey Trzeciak
  
- Operations
  - Thomas Alrutz, Chair
  - Timothy Crist
  - Jeffrey Trzeciak
  
- Development
  - Rosemary Steinbaum, Chair
  - Jeremy Johnson
  - Anasa Maat
  - Timothy Crist
  - Jeffrey Trzeciak
  
- Strategic Planning
  - Jeffrey Trzeciak, Chair
  - Thomas Alrutz
  - De'Shawn Wright
  - Sandra King
  - Rosemary Steinbaum

- Timothy Crist
- NPL Staff will be included.

Dr. Crist indicated that the committees will meet during the time in between board meetings since they are every other month.

**Treasurer’s Report:**

Bill Sheet #1260 with the total disbursements of \$810,729.24 for January 2017 was presented. On the motion of Thomas Alrutz and seconded by Trish Morris-Yamba, the board unanimously approved Bill Sheet #1260.

Bill Sheet #1261 with the total disbursement of \$1,100,038.40 for February 2017 was presented. On the motion of Thomas Alrutz and seconded by Sandra King, the board unanimously approved Bill Sheet #1261.

**Development Committee Report:**

Rosemary Steinbaum presented the Development Committee sharing the following highlights:

**Grant Award Notices**

- NJ State Library awarded NPL the 2017 Multicultural Program Award for “The Rhythm and the Beat: Drums and Percussion in Latin America.” They indicated it “was truly outstanding and received high praises from the judges.” A certificate and \$1,000 check will be awarded to your library on April 26<sup>th</sup> at the NJLA Conference.

**Gala – Thursday, November 30, 2017**

- Steve Ravin, from Saul Ewing LLC, agreed to be the Gala Chair
- Magaly Santiago and Kirsten Giardi have been working closely with Steve Ravin, our 2017 Gala Chair, to help recruit new committee members. So far Steve has recruited Harvey Topitz, from Founder President at RI Risk Management Service, and Spiro Leunes, from Withum Smith+Brown PC. Others who have joined the committee include Dennis Bone, Marc Berson, and Warren and Andrea Grover.
- Honorees – The staff is still in process of identifying the honorees. Nicole Butler solicited ideas for the community honoree. Ms. King indicated that she will think about possible community members and forward any suggestions.

**Fundraising Activities**

- Kirsten Giardi and Magaly Santiago are in the process of planning 3 small events to support the summer reading program at local establishments with the idea of a \$30 ticket and donate your favorite children’s book.

**Publicity – Jeffrey Trzeciak’s appointment**

- Rosica Communications prepared the text for a press release announcing the appointment of the new Director Jeffrey Trzeciak, and sent that press release to a press list that they prepared. The Library received positive press coverage including placements in the Star Ledger and an interview with NJTV.

### **Newark Public Library Foundation**

- Quarterly board meeting will be held on Friday, March 31, 2017.
- In the process of revising the Case Statement incorporating the results of the community stakeholders' and the Staff/Board Ad Hoc Committee's input with Henry Myerberg work for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor space reallocation. This is in preparation for the meeting with Prudential and will be shared with the board.
- Rosemary and Rob Steinbaum will host a welcome reception on April 30<sup>th</sup> from 5pm until 7 pm for Mr. Trzeciak.

### **Operations Committee Report:**

Dr. Crist thanked Mr. Alrutz for his leadership and role as Interim Director during the past year and ensuring a smooth transition. Mr. Alrutz indicated that he will continue to be active in his role as chair of the Operations Committee.

Mr. Alrutz indicated that Abha Sinho, Comptroller, is working on closing out 2016. In preparation for the 2017 budget, they planned for a 2% increase that is aligned with what the City provided in 2016. He noted that the fringe benefits are not reflected in the budget since the City pays them directly. Once the number for 2017 is finalized it will be moved to "encumbered."

Mr. Alrutz reviewed the NPL Endowment Fund December and January statements from the Community Foundation of New Jersey. He indicated that the Library no longer receives monthly reports from AmeriPrise since they moved to reporting on a quarterly basis.

Mr. Alrutz reminded that the board received the 2015 Financial Report. He noted that there were no negative items or recommendations for changes.

On the motion of Thomas Alrutz, seconded by Trish Morris-Yamba, the Newark Public Library's 2015 Financial Audit was approved unanimously.

Mr. Alrutz reported that the Capital Budget Ordinance will be presented to the City Council on April 5, 2017 and it is intended to have people in attendance to speak in support of the capital request of \$3.2 million for immediate and longer term needs for the library.

Mr. Trzeciak indicated that he and staff will meet with Henry Myerberg to discuss the next steps. He also reported that the Library received \$46,000 of the \$75,000 through an insurance settlement for repairs to the main Library's façade that was shepherded by Michael McBride of Connell Foley.

Mr. Alrutz shared that progress is being made in transitioning room that formerly housed the audio visual collection to a café. Ms. King expressed concerns about having this type of public space. It was explained that the room will also serve as a place for the Friends of NPL to host their Everyday Book Sale. It will also have new furniture, the carpet cleaned, and vending machines for hot coffee, cold drinks and snacks.

Mr. Alrutz also shared that in an effort to activate the outdoor courtyard, NPL will partner with the Newark Conservancy to clean up and identify plant and furniture that will occupy the space, Rutgers University to use wall space and possibly provide electricity, and Lez Eat to assist with programming.

#### **Human Resources Committee Report:**

Deferred to Executive Session

#### **Unfinished Business:**

There was no unfinished business.

#### **New Business:**

On the motion of Timothy Crist, seconded by Jeremy Johnson, the Board voted unanimously to designate Thomas Alrutz, Board Treasurer, and Jeffrey Trzeciak, Director, and Anasa Maat, Board Secretary, as signatories on all NPL financial accounts.

Dr. Crist indicated that the bylaws need to be revised to reflect the new meeting dates.

Mr. Auffant invited the board members as his guest to the Friends of New Jersey Hispanic Research and Information Center's bi-annual gala on Thursday, May 18, 2017.

Mr. Alrutz briefly discussed the A222/S2171 New Jersey Library Construction Bond Act that is sponsored by both the Assembly and the Senate. Senator Theresa Ruiz is a co-sponsor of the Act. He noted that it had been 15 years since the last bond act.

On the motion of Thomas Alrutz, seconded by Sandra King, the Newark Public Library Board of Trustees voted unanimously in support of the A222/S2171 New Jersey Library Construction Bond Act.

Dr. Crist indicated that the board is required to participate in seven hours of continuing education. Rosemary Steinbaum attended training that met the board's requirement for 2016.

#### **Public Comment:**

George Williams introduced Carol Jenkins, President of the Friends of Newark Public Library, indicating her longtime commitment of over 26 years. She welcomed Mr. Trzeciak. She expressed the excitement of moving the Everyday Book Sale to the Café and having a place for patrons to sit and enjoy a snack or meet. She announced that this year's book sale will be on the 4<sup>th</sup> floor in the Auditorium in May 2017. She was excited to share that the Friends of NPL are hosting a welcome reception for Mr. Trzeciak on April 27<sup>th</sup> at Karen Horton's residence. They are also planning a John Cotton Dana lecture.

Dr. Mellie Torres, a resident and member of the Friends of NPL, shared that she is working with George Williams on advocacy issues in supporting the Library as well as working on increasing members through the membership committee.

Rosemary Steinbaum announced that the Philip Roth Lecture will be Thursday, September 28, 2017 from 6 pm until 8 pm featuring Robert Caro who will discuss the 1964 Civil Rights Act.

**Executive Session:**

On the motion of Sandra King, seconded by Thomas Alrutz, the Board will move to Executive Session at 6:30 pm was approved unanimously.

**Passage of Board Resolutions:**

The Board passed resolutions (which were discussed in the Executive Session) as follows:

1. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that the following appointments (replacement) in the non- competitive division be approved as of the dates indicated:

<u>Name</u>	<u>Title</u>	<u>Salary</u>	<u>Effective</u>
Sec.			
1. Robinson, Joy	Library Associate	\$44,979yr.	1/30/17
2. Olayinka, Lolade	Monitor	\$8.44hr.	2/7/17
3. Robinson, Emmett Jr.	Monitor	\$8.44hr.	2/8/17
4. Card, Maisy-Ann	Librarian 1	\$53,298yr.	3/20/17

2. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that the following provisional appointment, pending the New Jersey Civil Service Commission examination and certification, be accepted and approved:

<u>Name</u>	<u>Title</u>	<u>Salary</u>	<u>Effective</u>
Trzeciak, Jeffrey	Library Director	\$160,000	2/27/17

3. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that the following termination be accepted and approved:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Casimir, Ralph	Monitor	2/3/17

4. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that the following transfer appointment in the non-competitive division be approved as of February 7, 2017:

<u>Name</u> Sec.	<u>From</u>	<u>To</u>	<u>Effective</u>
1. Yancey, Jacqueline	Monitor \$8.59hr	Library Assistant \$27,933yr	2/7/17
2. Santiago, Nayda	Sr. Lib.Asst \$30,904yr.	Clerk 1 \$37,611yr.	3/14/17
3. Glover-Moore, Diana	Data.Proc.Prog. \$41,863yr.	Clerk 1 \$41,863yr.	3/27/17

5. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that the regular appointment of the following, certification by the Civil Service Commission, be approved effective February 9, 2017:

<u>Name</u>	<u>From</u>	<u>To</u>
Colson, Leslie	Clerk 2 temp.	Clerk 2 perm.

6. Moved by Trish Morris-Yamba, seconded by Rosemary Steinbaum, and

VOTED ( N.S.) that at the request of the person named, leave of absence is terminated and she is returned to active status as follows:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Glover-Moore, Diana	Data Processing Programmer	2/13/17

#### FOOTNOTES

Termination  
Casimir, Ralph

Resignation

Removal

Retirement

Disability Retirement

Death

7. On the motion of Thomas Alrutz, seconded by Jeremy Johnson, and unanimously approved by the board, it was resolved to enter into the public record on March 28, 2017 the following confidential action taken by the board on December 6, 2016:

Excerpt from Board Minutes Executive Session December 6, 2016

On motion of Trish Morris-Yamba, seconded by Jeremy Johnson, the Board voted to extend an offer to Jeffrey Trzeciak and to authorize Trish Morris-Yamba, Timothy Crist and Thomas Alrutz to enter into negotiations with Jeffrey Trzeciak to become Director of the Newark Public Library. Tim Crist, Anasa Maat, Jeremy Johnson, Charles Auffant, Thomas Alrutz, DeShawn Wright, Rosemary Steinbaum and Trish Morris Yamba voted yes. Sandra King, although not present at the meeting for the vote, indicated that her vote was yes.

**Announcement of Next Meeting and Adjournment:**

Dr. Crist announced that the next meeting would be held on Tuesday, May 23, 2017 at 5 pm. He adjourned the meeting at 7:00 p.m.