

# THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630

www.npl.org

## Board of Trustees Meeting Minutes

Tuesday, January 23, 2018 at 5:00 P.M. in the 2<sup>nd</sup> Floor Board Room

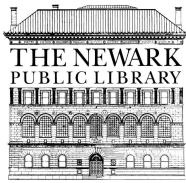
Board members: Tim Crist, Tom Alrutz, Sandy King, Charles Auffant, Anasa Maat, Trish Morris-Yamba, Jeremy Johnson  
Staff: Jeffrey Trzeciak, Rob Latz, Nicole Butler, George Williams, Heidi Cramer, Leslie Colson, Rod Jefferson, Jorge Rodriguez, George Williams, Nicole Butler, Leslie Kahn, Ingrid Betancourt  
Others: Gary Wasdin (left at 6 p.m.), Karen Horton, Dorothea Moore, Jim McGovern (corporation counsel, arrived at 6:35 p.m.)

- I. **Call to Order:** T. Crist called the meeting to order at 5:04 P.M., with a quorum of 7. He later called the roll, noting Rosemary Steinbaum and De'Shawn Wright were excused absent.
- II. **Approval of Public Session Minutes of November 28, 2017:** T. Crist presented the minutes for approval. No comments were offered by the board. T. Crist asked for a motion to approve the minutes, so moved by T. Morris-Yamba, seconded by T. Alrutz, and unanimously approved by the board.
- III. **Correspondence:** J. Trzeciak reviewed the three notes included in the meeting binders. Most prominently that he was appointed to the LSTA Advisory council, others were thank you notes from Irene Cooper-Basch and Rev. Dr. Douglas Bendall.
- IV. **Director's Report (J. Trzeciak)**
  - a. G. Wasdin walked the board through the final draft of the Strategic Plan
    - the Library's Vision and mission statements were revised as part of the process.
    - The "strategic directions" will serve as the goals by which progress is measured. Those include: Nurture Newark's Youth and Family; Contribute to the Personal Growth and Well-Being of All Newarkers; Strengthen Digital Literacy for All; Enhance and Promote Newark Public Library's Distinctive Special Collections; Provide Welcoming, Safe and Vibrant Environments. (The Strategic Plan in its entirety will be attached to the end of these minutes.)
    - Demographic data were added to the plan. Growth in the population of older adults was most notable.
    - T. Crist suggested that the Board focus on one of the five strategic directions at each board meeting for the rest of the year. The January 2019 meeting would be a time to review progress and set an agenda for the future steps.
    - J. Trzeciak agreed to present an update on the progress of the strategic plan at the next meeting in March 2018.
    - Objectives will grow out of the strategic directions, action steps
    - The board thanked the staff and all other who were involved in the drafting of the plan for their hard work and perseverance to complete the final draft.
  - b. ***T. Crist motioned that the strategic plan be adopted for the next 3 years, seconded by T. Alrutz, and approved unanimously.***
  - c. J. Trzeciak asked the board members to read the monthly written reports included in the binders.
  - d. Statistical Report: J. Trzeciak mentioned that the Library catalog was undergoing an update through January 29, 2018 and that the process had hampered the regular reporting of statistics. He reviewed a summary of annual trends for 2017, reporting significant increases in Library Programs, Attendance at Library Programs, Community Programs and their attendance, as well as modest increases in circulation, patron visits and new registration (for main library only). Two branches saw decreases in new registrations, and J. Trzeciak stated he would investigate the cause with assistance from H. Cramer, speculating that the cause might be the heightened fear of deportation nationally and in Newark's neighborhoods where many undocumented immigrants live.

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**V. President’s Report:** T. Crist mentioned he was very pleased with the efforts of the staff and that 2017 had been one of the best years for the Library in a very long time.

**VI. Treasurer’s Report:**

**BILL SHEET #1270:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$830,873.09 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

<b>Gross Payroll Activity</b>	
November 3, 2017	\$ 236,062.18
November 17, 2017	\$ 238,206.27
<b>Disbursement Activity</b>	
Operating Account	\$ 290,985.50
Grant Account	\$ 63,304.29
Endowment Account	\$ 2,314.85
<b>Total Disbursement for November 2017</b>	<b>\$ 830,873.09</b>

**BILL SHEET #1271:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,337,813.77 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

<b>Gross Payroll Activity</b>	
December 1, 2017	\$ 235,068.67
December 15, 2017	\$ 233,431.95
December 29, 2017	\$ 235,273.51
<b>Disbursement Activity</b>	
Operating Account	\$ 549,205.74
Grant Account	\$ 76,218.27
Endowment Account	\$ 8,615.63
<b>Total Disbursement for December 2017</b>	<b>\$ 1,337,813.77</b>

***T. Alrutz motioned for approval of the bill sheets #1270 and #1271, seconded by T. Morris-Yamba, and approved unanimously by the board.***

**VII. Development Committee Report**

a. J. Johnson reported that the development committee last met on Wednesday January 17, 2018.

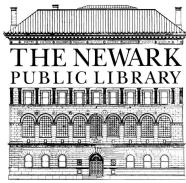
2017 Gala report:

Revenue	\$194,816.92
Expenses	\$46,718.45
<b>Net Income</b>	<b>\$148,198.47</b>

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- N. Butler also reported that the after-party did not make money but was well worth the expense due to the goodwill it created with the younger generations of Library donors.
- b. The Annual Philip Roth Lecture will take place on Thursday September 27, featuring award-winning author Salman Rushdie.
- c. A cultivation event will take place at the Library on March 1<sup>st</sup>, 2018 to mark the Director's 1-year anniversary of working at the Library.
- d. Grants update:

Grants Received	Purpose/details	Amount
Nonprofit Finance Fund, Newark Resilience Initiative Flexible Capital Grant	Public events consultant and upgrading library system	\$100,000
Victoria Foundation	Assistant Teen Librarian and teen programming	\$65,000
Essex County Local History Program	2018 Latino Oral History Project	\$3,000
Essex County Local Arts Program	2018 Latino Heritage Celebration	\$2,000
Grants Denied		
IMLS Laura Bush 21st Century Librarian grant	Developing a diverse workforce of librarians	\$923,000

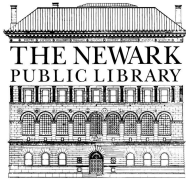
**VIII. Operations Committee Report:** T. Alrutz reported.

- a. The Operations committee had met 4 times since the last meeting. They had worked on budget matters and considered the prospect of funds from the NJ Library Construction Bond Act. He reported the December 2017 statement had a few pending items but expected it would be settled soon.
- b. Review of the 2018 budget. J. Trzeciak introduced R. Jefferson, recently hired as comptroller for the library. T. Alrutz reported that the library had submitted a bottom line budget to the City, including a budget request for a higher amount soon, asking for funds to restore hours at branches for Mondays and full day hours on Saturdays.
- c. Endowment Reports were presented: Ameriprise account report for December 2017, and Community Foundation of New Jersey (CFNJ) Newark Public Library Agency Endowed Fund for November 2017. The Ameriprise account had \$ 378,556.96, and the CFNJ had \$1,552,968.63. Another \$56,000 will be transferred to CFNJ from a cash management fund, and a recently sold stockholding netted an additional \$66,000 to be moved into the CFNJ fund. The CFNJ fund is still split nearly evenly into a (conservative) stable value pool and (market-oriented) flagship pool.
- d. Facilities Update: library construction bond money won't be seen until 2019. Existing capital funds will go towards roof repair at main and branches (total 5 roof repairs). An energy study was recently completed by the engineering firm AKF, showing about \$3,000,000 worth of repairs needed for lighting and HVAC at the Main Library. This work will not begin for some time, as the committee waits to receive more details about the Library Construction Bond Act monies.
- e. C. Auffant asked if there was an assessment of the overall facilities at the library, including a list of repairs to be completed in order of priority. T. Alrutz reported that one existed for the main library and that it guided the most recent capital request to the City. Most branches had had more recent work completed than main, although two branches need attention. Clinton is due for a full renovation and handicap access, and Branch Brook also needs handicap access. C. Auffant also asked to receive a copy of the AKF energy study. J. Trzeciak reported that the Clinton Hill neighborhood was named a special redevelopment zone and the Clinton Branch might be eligible for some funds for renovation under that new designation.
- f. C. Auffant recommended that staff develop a list of repairs and their priority in advance of the request for Library Construction Bond Act monies from the State of NJ.
- g. Roof repairs are the current priority at: Vailsburg, Van Buren, Main Library, Weequahic, Clinton Branch.

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**IX. Unfinished Business (T. Crist)**

- a. T. Morris-Yamba asked that the election of new officers be deferred until next meeting.
- b. Report on Carnegie grant was deferred until March 2018.
- c. Questions were raised about the status of the NPL Foundation. T. Crist asked that the March meeting include an agenda item for reviewing the role and function of the Foundation.

**X. New Business**

- a. C. Auffant proposed a resolution that all persons who approach the desk for assistance or to borrow books are offered the opportunity to register to vote. The rationale being that it is easy to do and a good public service. The patrons would be given a form to register to vote that they would then have to mail themselves. H. Cramer commented that the forms were already possessed by the library and required by state law to be made available at the libraries. The task would just be to make them more readily available. Voter registration drives already typically occur at the library.
- b. **Resolution that the Newark Public Library make voter registration forms available to patrons when books are checked out or as the director determines is best, motion to accept made by C. Auffant, seconded by S. King, unanimously approved by the board.**

**XI. Public Comments were made by the following persons:**

- a. Dorothea Moore, President of the Frances E.W. Harper Literary Society.
- b. Karen Horton, of the Friends of the NPL, reported that the Friends of the NPL plan to be more active in 2018, particularly in the branches. Also, a staff appreciation event will take place February 2, 2018.
- c. Leslie Colson, Assistant Director for Human Resources, reported that the NPL in Action Staff Newsletter just published its second issue. Also, that the Innovative Committee has chosen three proposals, the staff holiday party was a success, and active shooter training has been scheduled for February 9.
- d. Jorge Rodriguez, assistant director for Information Technology, reported that under J. Trzeciak's director he recently added 60 computers to the public areas.

**XII.** The Resolution to move into Executive Session was proposed by T. Crist and seconded by T. Morris-Yamba at 6:38 p.m.

**XIII.** Resolution to return to Public Session was proposed by T. Crist, seconded by T. Morris-Yamba at 8:01 p.m.

**XIV.** Passage of resolutions discussed during executive session

In accordance with the by-laws Art. VIII Sec. 1 the Director recommends ratification of the following appointments and personnel actions:

Moved by T. Morris-Yamba seconded by S. King, and VOTED that the regular appointment of the following, certification by the Civil Service Commission be approved:

<u>Name</u>	<u>Title</u>	<u>Salary</u>	<u>Effective</u>
Jefferson, Rod	Comptroller	\$112,500	1/8/18

**XV.** T. Crist announced that the next meeting would take place on Tuesday, March 27, 2018, at 5 p.m. in the 2<sup>nd</sup> floor boardroom at 5 Washington Street, Newark, NJ 07102. The board adjourned at 8:05 p.m.