



**MEETING OF THE NEWARK PUBLIC LIBRARY BOARD OF TRUSTEES**  
**HELD IN THE 2<sup>ND</sup> FLOOR BOARD ROOM**

**January 27, 2016**

**MINUTES OF THE PUBLIC SESSION**

**Call to Order:**

Dr. Crist called the meeting to order at 5:10 pm and read the Open Public Meeting Act Statement.

**Roll Call and Attendance:**

Dr. Crist called the roll. Thomas Alrutz, Anasa Maat, Jeremy Johnson, Sandra King via telephone, and Rosemary Steinbaum, and Charles Auffant were present. DeShawn Wright, and Trish Morris-Yamba were excused.

**Election of Officers in compliance with By-Laws: Art. V, Sec. 2**

Dr. Crist indicated that last year's slate of officers had agreed to continue serving in those roles if the board desired. Rosemary Steinbaum made a motion seconded by Tom Alrutz that the officers for 2016 be:

President: Timothy Crist, Vice-President: Trish Morris-Yamba, Secretary: Anasa Maat, and Treasurer: Tom Alrutz.

There were no additional recommendations from the floor. All board members present voted unanimously to approve the slate of officers for 2016. Dr. Crist congratulated the officers on their re-election.

**Approval of Public Session Minutes:**

On motion of Rosemary Steinbaum, seconded by Jeremy Johnson, the minutes of the November 18, 2015 meeting were approved unanimously

**Correspondence:**

There was no correspondence.

**Director's Report:**

Mr. Keenan indicated that since his report had been provided to the board members in advance that he would answer any questions board members had about the report rather than to go over it again. Jeremy Johnson said that he was very happy to see that the library was participating with

the city on the Newark Fiber project. He said that this would provide ongoing benefits to library patrons.

**President's Report:**

Dr. Crist reported that he made presentations to the New Jersey Hispanic Research and Information Center, and the Friends of the Newark Public Library on the Campaign to Reimagine the Newark Public Library. He said that he went into great detail with both groups on the campaign, and that both groups were very supportive about the campaign. Dr. Crist stated that he, Treasurer Alrutz, and library staff met early in January with Newark Business Administrator Jack Kelly. Mr. Kelly was very supportive of the library's 2.1 million dollar capital budget request, and indicated he thought that the library's operating budget would be the same as last year. Dr. Crist reported on the Martin Luther King Day celebration at the library. He said that the youth performers were excellent, and that this was one of the most powerful programs that he had ever attended at the Newark Public Library.

**Treasurer's Report:**

Tom Alrutz presented Bill Sheets # 1246 and #1247 with total disbursements of \$721,155.25 for November 2015, and total disbursements of \$1,134,037.84 for December 2015. On the motion of Tom Alrutz, seconded by Anasa Maat, the board approved the Treasurer's Report unanimously.

**Development Committee Report:**

Rosemary Steinbaum reported that the CCS contract was ending on January 31, 2016. She stated that Nicole Butler would take over the CCS portfolio of responsibilities. She noted that Nicole's contract with the library runs through March 31, 2016 with an option to renew through May 31, 2016. She commended Nicole on her expertise, and said that the development effort was in good hands. Rosemary reported that Josh Ianuzzi has been hired as a part time contract grant writer. She said that Nicole and George Williams will head the search for a full-time Director of Development as well as a grant writer for the longer term. Rosemary commented on grants received from the Victoria Foundation, \$60,000, the Japan Foundation, \$15,000, Edison Properties Newark Foundation, \$20,000, Newark Celebration 350, \$15,000, Essex County Arts, \$4,120, and Essex County Local History, \$2,387.

Rosemary gave a full report on the status of the Campaign to Reimagine the Newark Public Library. She distributed copies of the case statement, and urged all board members to make a personal gift toward the campaign. She said that it was important that 100% of board members participate by making a donation so that other donors would see that the board was committed to the capital campaign. Rosemary stated that \$2.69 million in gifts and pledges toward a working goal of \$15 million has been raised to date. Rosemary reviewed the campaign initiatives and the campaign cabinet.

Dr. Crist reported that the Charles Cummings "Knowing Newark" was fully funded.

**Operations Committee Report:**

Tom Alrutz reviewed the Statement of Revenues, Expenditures and Changes in Equity for November 1<sup>st</sup> through December 31<sup>st</sup>. He pointed out that the report showed a surplus for the year of \$142,000. He stated that the accounting for 2015 would be closed out in a month or two, and that the budget for the year would be in surplus.

Tom said that the Operations Committee met on January 21<sup>st</sup>. The committee reviewed the status of the two building repair issues: (1) the damage to the façade of the main building and (2) the cracks in the brick structure at the back of the service building. George Williams has been working with legal counsel and with architects to resolve both problems. Progress has been delayed somewhat due to George being out due to illness, and the blizzard. Tom said that there was discussion of the status of the Commerce Street property that would be discussed in executive session.

Tom said that the committee drafted a resolution for the investment of endowment funds with the Community Foundation of New Jersey under the newly revised library investment policy of September 15, 2015.

On motion of Tom Alrutz, seconded by Rosemary Steinbaum, voted on unanimously by all board members present, it was resolved that The Trustees of the Free Public Library of the City of Newark t/a The Newark Public Library (NPL) designates the Community Foundation of New Jersey (CFNJ) as the new custodian of its endowment funds which will be considered as Agency Endowment Funds by CFNJ. The Treasurer and Director are authorized to transfer currently available endowment assets to a CFNJ stable value fund, and then over time gradually move them to a total return fund. As additional endowment assets become available, the Treasurer and Director are authorized to transfer them to a CFNJ stable value fund and then gradually move them to a total return fund. For the first five years of this new investment arrangement, NPL will take an annual payout of up to 4% of the 12/31 market value of the investments that will be used for library services as designated by the donors of endowment monies. In year six and following, NPL will take a payout of 4% of the rolling 60 month market value of the investments.

Tom said that the Operations Committee would present a resolution to the board in March requesting that the \$185,000 proceeds from the sale of the Martin Luther King Boulevard Properties in memory of Renee Stark be used to create an endowment for the purchase of books by and about African-American women in her honor.

Tom said that the committee briefly discussed updating the Patron Behavior Policy. The policy will be reviewed at the next Operations Committee meeting.

Tom said that he want to investigate making the monthly financial reports more easily understandable for board members.

#### **New Business:**

Charles Auffant made a motion seconded by Jeremy Johnson that the Board of Trustee Meeting Schedule for 2016 be approved. See copy attached. All present board members voted yes unanimously.

Tom Alrutz made a motion seconded by Anasa Maat that Isaacson Miller be retained as the firm conducting a nationwide search for the new library director at a total cost of \$36,000 plus normal reimbursable expenses. All present board members voted yes unanimously.

Tim Crist made a motion seconded by Rosemary Steinbaum that Nicole Butler be retained as the library's Development Director at a cost of \$90 per hour for no more than 25 hours per week

through March 31, 2016 with the option of mutually agreed to extension. All present board members voted yes unanimously.

Tim Crist made a motion seconded by Rosemary Steinbaum that Joshua Iannuzzi be retained as the library's Grant Writer at a cost of \$30 per hour for no more than 28 hours per week. All present board members voted yes unanimously.

**Public Comments:**

Dorothea Moore made a presentation on her efforts on behalf of the Frances E. W. Harper Literary Society at the library.

George Hawley recommended to Dr. Crist that the board pursue a Vanguard Market Neutral investment product for the library.

Heide Cramer gave an overview of upcoming library programs.

**Executive Session:**

On motion of Tom Alrutz, and seconded by Rosemary Steinbaum the Board voted to move into Executive Session at 6:38 p.m.

**Return to Public Session:**

As there was no further business for discussion, on motion of Tom Alrutz, seconded by Charles Auffant, the Board voted to reconvene in Public Session at 7:01pm.

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

Charles Auffant made a motion seconded by Jeremy Johnson that the resignation of Jamar Key, Building Maintenance Worker be accepted and approved effective December 17, 2015. All present board members voted yes unanimously.

Charles Auffant made a motion seconded by Jeremy Johnson that Cynthia Baker be hired as a Librarian 1 at a salary of \$52,548 per year effective January 15, 2016. All present board members voted yes unanimously.

Charles Auffant made a motion seconded by Jeremy Johnson that Emeka Wilson, effective Jan 4, 2016, and Calvin Garry, effective January 11, 2016, both Building Maintenance Workers, part time, replacement appointments in the non-competitive division be approved at the rate of \$13.76 per hour each. All present board members voted yes unanimously.

Charles Auffant made a motion seconded by Jeremy Johnson that Heather Rivera with 37 years of service to the library, and Belvin Walker-Stockton with 47 years of service to the library be approved from retirement effective February 1, 2016. All present board members voted yes unanimously.

Dr. Crist and the board warmly congratulated both of them on their many years of valued service to the library, and wish them well in retirement.

Tim Crist made a motion seconded by Rosemary Steinbaum that the library's non-union supervisory, confidential, and exempt staff members be given retroactive pay increases to match those given to AFSCME 2298 union members as detailed in union's contract with the library approved November 18, 2015. The board directs that the interim library director additionally

provide the board at its next meeting the cost of said increases. All present board members voted yes unanimously.

**Announcements/Comments:**

Dr. Crist urged board members to participate in upcoming African-American history month programs at the library. Dr. Crist said that the Friends of the Library, Ingrid Betancourt, and Dr. Olga Jimenez de Wagenheim would be receiving Resolutions of Commendation from the board at the March meeting.

**Announcement of Next Meeting and Adjournment:**

Dr. Crist once again thanked the members of the Board for their strong commitment and work on behalf of the Library. He announced that the next meeting would be held on March 23, at 5:00 pm.

He adjourned the meeting at 7:28 pm.