



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

**HELD IN THE 2<sup>ND</sup> FLOOR BOARD ROOM**

**March 23, 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, Trish Morris-Yamba, Anasa Maat, Sandra King, Rosemary Steinbaum, and Charles Auffant were present. DeShawn Wright, and Jeremy Johnson were excused.

**Approval of Public Session Minutes:**

On motion of Anasa Maat, seconded by Thomas Alrutz, the minutes of the January 27, 2016 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. Dr. Crist asked that he give an overview of the new library webpage, and he did so.

**President's Report:**

Dr. Crist reported that there will be an invitation only event for library board members honoring the publication of a book of Charles Cummings columns on April 14, 2016 at 6 p.m. Board members will be receiving an invitation separately. He gave an overview on a number of positive events occurring at the library including the increasing momentum of the capital campaign.

**Treasurer's Report:**

Tom Alrutz reviewed the financial reports for January and February 2016 there were included in the board packet. He said that a new column had been added for the operating budget sheets that detail encumbrances. This is an improvement over previous reports. He went over the new grant

reports. He indicated the difficulty in presenting reports on grants that over three calendar years. Dr. Crist made some suggestions for improvements in grant reporting going forward.

Bill Sheets # 1248 and #1249 with total disbursements of \$659,579.17 for January 2016, and total disbursements of \$908,184.48 for February 2016. On the motion of Tom Alritz, seconded by Anasa Maat, the board approved the Treasurer's Report unanimously.

### **Development Committee Report:**

Rosemary Steinbaum provided an update on The Campaign to Reimagine the Newark Public Library. She reported that \$2.9 million in gifts and pledges toward a working goal of \$15 million has been raised to date.

Ms. Steinbaum reported that the library has received a New Jersey Libraries Career Connections Grant for Uniform Career Guidance and Job Search Assistance in the amount of \$50,000. She also reported that the NJ Historical Commission General Operating Letter of Intent was approved, and that the library was invited to submit a full proposal due April 1, 2016. She also reported that the following grant proposals were submitted:

A NJ Department of Labor Adult Literacy and Community Library Partnership Pilot Program for up to \$100,000 in partnership with La Casa de Don Pedro was submitted on Feb. 5, 2016;

A Hyde and Watson Foundation grant in the amount of \$11,200 was submitted on Feb. 15, 2016 to replace/add to desk top computers in the branches;

A NJ Historical Commission Grant Program application submitted on Feb. 16, 2016 in the amount of \$12,000 for the conservation of the Newark Preservation & Landmarks Committee archives;

And, A Knight Foundation – Knight News Challenge on Libraries grant application was submitted on March 21, 2016.

Ms. Steinbaum reported that this year's Gala would be held on Wednesday, November 30, 2106 at Nanina's in the Park. Linda Bowden, of PNC Bank, has agreed to chair the event. Planning will begin in April.

On Feb. 25, 2016, Dr. Maat and Ms. Morris-Yamba invited a group of their friends to discuss how they may create Friends of the James Brown African American Room. There were about thirty people in attendance. Dr. Maat led the way with a generous gift, and the group raised \$1,450. They will meet again on April 7, 2016.

On Feb. 18, 2106, Joe Keenan, Rosemary Steinbaum and Nicole Butler met with the Friends of NJHIRC. They are very interested in helping with the Campaign to Reimagine NPL. Grissele Camacho agreed to be a part of the Campaign Cabinet representing them.

### **Operations Committee Report:**

Mr. Alruz gave an overview of the new ADP scheduling and time keeping software that Mr. Keenan is implementing at the main and branch libraries. The new system will use biometric time clocks that allow staff members to log in via a thumb print. The new system will link a staff members schedule to their time record. It will take from four to six weeks for the new system to be implemented. Mr. Keenan will keep the board apprised of progress on the new system.

Tom Alruz made a motion seconded by Sandy King that the library contract with Document Solutions, Inc. for sixty months for the lease of new photocopiers at \$4155.88 per month. All present board members voted yes unanimously.

Trish Morris-Yamba made a motion seconded by Anasa Maat that Treasurer Thomas Alruz and Interim Library Director Joseph Keenan be named as signatories on all Newark Public Library bank accounts, and that all checks in the amount of \$4,000 or more require both of their signatures. All present board members voted yes unanimously.

#### **New Business:**

It was moved by Sandy King, and seconded by Tom Alruz that the library's normal schedule change for "Summer Hours" be adopted effective June 20, 2016 through September 10, 2016. During that time, the library will be open only on Wednesday night as a late night, and Saturday hours will be from 11 a.m. to 3 p.m.

#### **Public Comments:**

None

#### **Executive Session:**

On motion of Trish Morris-Yamba, and seconded by Sandy King the Board voted to move into Executive Session at 6:49 p.m.

#### **Return to Public Session:**

As there was no further business for discussion, on motion of Tom Alruz, seconded by Anasa Maat, the Board voted to reconvene in Public Session at 7:04pm.

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

Trish Morris-Yamba made a motion seconded by Rosemary Steinbaum that Derrick Green be hired as a Building Maintenance Worker, part-time, at a salary of \$13.76 per hour effective Feb. 23, 2016. All present board members voted yes unanimously.

#### **Announcements/Comments:**

Dr. Crist said that board members would be receiving an invitation to an event kicking off the publication of Charles Cummings columns on a new webpage.

#### **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 7:19 pm.