

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

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

**JULY 27, 2016**

**MINUTES OF THE PUBLIC SESSION**

**Call to Order:**

Dr. Crist called the meeting to order at 5:04 pm and read the Open Public Meeting Act Statement.

**Roll call and Attendance:**

Dr. Crist called the roll. Thomas Alrutz, Charles Auffant, Jeremy Johnson, Anasa Maat, Trish Morris-Yamba and Rosemary Steinbaum were present. Sandra King had not yet arrived. DeShawn Wright was excused.

**Approval of Public Session Minutes:**

On motion of Trish Morris-Yamba, seconded by Jeremy Johnson, the minutes of the May 25, 2016 meeting were approved unanimously.

On motion of Trish Morris-Yamba, seconded by Jeremy Johnson, the minutes of the July 7, 2016 meeting were approved unanimously.

**Correspondence:**

Mr. Alrutz presented the announcement of the 2016 New Jersey Library Trustee Institute: Re-Envisioning the Future of Public Libraries on Saturday, September 10, 2016, and noted that the New Jersey State Library would pay the full conference cost for one trustee from each library. Mr. Alrutz was asked to email the flyer to each Trustee to ascertain which trustees might be available and interested in attending the Institute.

Mr. Alrutz presented a July 18, 2016 letter from Mayor Baraka announcing the appointment of Antoinette (Toni) Richardson to the position of Chief Education Officer for the Newark Office of Comprehensive Community Education. It was suggested that NPL set up a meeting with her.

The July 27, 2016 NPL Calendar of Events for July, August and September was also presented.

### **Director's Verbal Report:**

Mr. Alrutz indicated that the written Director's Reports for May and June, 2016 had been provided to the board members in advance of the meeting. He noted the return of book purchases to a more acceptable level, the success of recent programs with good attendance, general repairs to Library buildings, significant repair and replacement of air conditioning equipment, and significant roof repairs to several branch locations.

### **Statistical Report:**

The Statistical Reports for May and June, 2016 had been provided to the Board members in advance of the meeting. Mr. Alrutz noted some positive changes and the new graphical presentation of selected trends.

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

Dr. Crist again thanked Mr. Alrutz for stepping in to help the Library as Interim Director. He noted his competence and calm, under control performance. Issues are identified and addressed. Reports present a complete picture: positive and negative, incidents and questions. He expressed gratitude and praise for resilience.

### **Treasurer's Report:**

Bill Sheet # 1252 with total disbursements of \$863,192.28 for May 2016 was presented. On the motion of Thomas Alrutz, and seconded by Trish Morris-Yamba, the board approved Bill Sheet # 1252.

Bill Sheet # 1253 with total disbursements of \$696,851.17 was June 2016 was presented. On the motion of Trish Morris-Yamba, and seconded by Tim Crist, the board approved Bill Sheet # 1253.

### **Development Committee Report:**

Rosemary Steinbaum reported on three grants recently received by the Library from the Hyde and Watson Foundation for \$10,000, the New Jersey Historical Commission for \$54,300, and the Carnegie Corporation for \$1 million. The Roth gift led to the Carnegie grant. We hope that this kind of synergy continues for our major fundraising effort. Perhaps we can work with the new Chief Education Officer on the Carnegie project. This grant award is newsworthy. Rosemary Steinbaum will let Joel Conarroe and Philip Roth know about the Carnegie grant award, since they helped set up the initial meeting with Carnegie.

Grant proposals in process include PNC Foundation, Essex County Local Arts and History and New Jersey Council for the Humanities.

Grant proposals pending include Victoria Foundation and Prudential Foundation.

The Annual Library Gala is scheduled for November 30, 2016 at Nanina's. Linda Bowden of PNC is the Gala chair. The Gala Committee has established a stretch goal of \$200,000 for this year. \$55,000 has been raised so, including \$25,000 from Prudential. Honorees will be Newark Downtown District, Tim Crist and NPL patrons. Board members agreed to assist by each selling ten tickets.

The Campaign to Reimagine the Library held a cultivation dinner hosted by Tim and Gloria Crist. No direct asks occur at the dinner but follow ups are pending. A subset of Campaign Cabinet members plus Board members and staff met to develop a draft statement of direction for the Campaign, which was shared with the full Board. Mr. Alrutz will send a copy to each Board member for further review and feedback.

Save the date notices for the Philip Roth lecture have been sent out. The VIP reception for the Philip Roth personal library will provide a donor cultivation event.

The new NPL website will be launched in September.

Development staff member Kirsten Giardi completed training for Raisers Edge software.

Sandra King entered the meeting at 5:40 pm.

### **Operations Committee Report:**

Mr. Alrutz presented the proposal for the 2015 audit report. On motion of Trish Morris-Yamba, seconded by Jeremy Johnson, it was resolved that the Newark Public Library Board of Trustees accepts the proposal to engage the services of BCA Watson Rice, LLP, Certified Public Accountants, to perform the Library's audit for the year 2015 at a cost of \$25,500. The motion was unanimously approved.

Mr. Alrutz presented background information and the proposal for the use of proceeds from the sale of the Renee Starks-Steed properties. On motion of Trish Morris-Yamba, seconded by Anasa Maat, it was resolved that the Newark Public Library Board of Trustees directs that 4% of the proceed (\$7,426) from the sale of the Renee Starks-Steed property be retained for expenditures in 2016 in accordance with the 7/20/2015 court ordered agreement and confirmed by the 11/30/2015 letter from the Library to the lawyer for the Renee Starks Foundation; and that the balance (\$178,222) be deposited into the NPL endowment fund at CFNJ to create an endowment named for Renee Starks-Steed, and 4% of the 12/31/2016

balance will be available for the same agreed upon expenditures in 2017. The Board directs the staff to obtain and erect a plaque as the first step in implementing the agreement. The motion was unanimously approved.

Mr. Alrutz presented six monthly budget and financial reports: May 2016 General Fund budget report, May 2016 General, Grants and Endowment budget report, June 2016 General Fund budget report, June 2016 General, Grants and Endowment budget report, June 2016 Grants budget report, and a Grants Master List.

Mr. Alrutz presented a review of the process for the 2016 City Budget Proposal, including five pages from the Mayor's submission to the City Council showing a 2% overall increase in support for library services and support for three capital projects; the OMB summary of health benefits charges to the 2016 Library appropriation showing a decrease of \$421,550 over the 2015 charges, resulting in an overall increase of 7.8% in funds available to NPL in 2016; changes to increase the Library's 2016 budget by \$623,170, including \$67,000 for library materials, \$18,000 for building improvements, \$11,170 for data processing equipment, \$47,000 for HVAC and \$480,000 for a reserve to eliminate the cumulative deficit created over the last several years and a July 2016 General Fund budget report with these changes implemented; details on the original three capital projects included in the Mayor's budget proposal; details on how these three projects and budgets were reworked to respond to NPL's capital priorities; a summary of the revised capital budget request; and a review of the consultant's report on capital plan priorities for the Main Library, indicating that NPL should be able to respond adequately to at least the first four priorities on the list, with a strong possibility that NPL may be able to respond adequately to all seven priorities on the list. At the City Council agency budget hearing for the Library on June 28, 2016, four Council members indicated strong support for the 2016 Library budget proposed by the Mayor. A public hearing on the budget is scheduled for August 3, 2016, and the NPL Union and Friends groups have been notified about the opportunity to speak.

Mr. Alrutz provided an update on damage to the Main Library's front façade. The Library's insurance carrier denied our claim based on an engineering report from a firm retained by the insurance company. The Library also applied to the New Jersey Historic Trust for a grant to repair the facade. The Trust advised that their Board intends to vote on recommended grant awards in September 2016 but that grant recipients may not be able to request funds until early 2017 or even later.

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

Defer to Executive Session

**Program Committee Report:**

Defer

**Unfinished Business:**

Defer presentation to Ingrid Betancourt to the September 2016 meeting.

**Public Comments:**

Dorothea Moore spoke about preparing schedules for 2016/2017 programs and NC350 programs, a request to mail program flyers, a need to boost PR including WBGO and the Star Ledger

**Executive Session:**

On motion of Trish Morris-Yamba, seconded by Charles Auffant, the Board voted to move into Executive Session at 6:50 pm.

**Return to Public Session:**

As there was no further business for discussion, on motion of Charles Auffant, seconded by Jeremy Johnson, the Board voted to reconvene in Public Session at 7:05 pm.

**Passage of Board Resolutions:**

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

1. Moved by Jeremy Johnson, seconded by Anasa Maat, and VOTED that the following appointment (replacements) 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. Yerovi, Melany G.	Monitor	\$8.38 hr.	6/7/16
2. Fate, Quawannah	Monitor	\$8.38 hr.	7/14/16

2. Moved by Jeremy Johnson, seconded by Anasa Maat, and VOTED that the following leave of absence without pay, pending The New Jersey Family Paid Leave Act be accepted and approved:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Roman-Sanchez, Cinthya	Data Proc. Prog.	6/13/16

3. Moved by Jeremy Johnson, seconded by Anasa Maat, and VOTED that the regular appointment of the following, certification by the Civil Service Commission be approved effective June 27, 2016:

<u>Name</u>	<u>From</u>	<u>To</u>
Lazzari, Susan	Ln.2, temp.	Ln.2, perm

4. Moved by Jeremy Johnson, seconded by Anasa Maat, and VOTED that the following transfer appointment in the non-competitive division be approved as of July 11, 2016

<u>Name</u>	<u>From</u>	<u>To</u>
Rodriguez, Ranssel	Monitor	Library Assistant (full-time)
	\$8.59 hr.	\$27,183 yr.

### **Announcements/Comments:**

Jeremy Johnson noted the Newark Arts Council's Open Doors Citywide Arts Festival on October 19-23, 2016. The Philip Roth event at the Library is October 27.

### **Announcement of Next Meeting and Adjournment:**

Dr. Crist announced that the next meeting would be held on Wednesday, September 28, 2016 at 5:00 pm. He adjourned the meeting at 7:10 pm.