

MEETING OF THE NEWARK PUBLIC LIBRARY BOARD OF TRUSTEES

HELD IN THE 2ND FLOOR BOARD ROOM

September 28, 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 and Rosemary Steinbaum were present. Anasa Maat, Jeremy Johnson, and DeShawn Wright were excused. Charles Auffant and Sandra King had not yet arrived. Dr. Crist indicated that there was not a quorum and so began with the agenda items that did not require action.

Charles Auffant arrived at 6:13 pm. Sandra King arrived at 6:25 pm.

Correspondence:

The September 28, 2016 NPL Calendar of Events for October and November was presented.

Director's Verbal Report:

Mr. Alrutz indicated that the written Director's Reports for July and August 2016 had been provided to the board members in advance of the meeting. He noted the summer was very busy, the success of recent programs with good attendance, general repairs to Library buildings, and a few additional repairs are pending depending on funding.

Mr. Alrutz shared that he is monitoring the city council agendas and meetings, and that the City extended the temporary operating budget through September. He reported that George Williams is in contact with the city hall representatives in the Engineering department and Joe Casale met with the Assistant Business Administrator, who indicated the capital budget may be deferred to 2017. The City's Engineering Director is aware of the scaffolding around the service building and indicated that he will speak with the Business Administrator and is sympathetic to NPL's needs.

Statistical Report:

The Statistical Reports for July and August, 2016 had been provided to the Board members in advance of the meeting. Mr. Alrutz noted that Vailsburg Branch had a 28% increase in circulation and it is anticipated with the new website more statistics regarding the website use (electronic visits to the Library).

President's Report:

Dr. Crist commented on how wonderful it is to have new books on the shelves and a new spirit among the staff.

Development Committee Report:

Rosemary Steinbaum reported that the Booked for the Evening Gala is scheduled for November 30, 2016 at Nanina's in the Park and \$160,500 has been raised by the Gala Committee to date. She expressed gratitude for Linda Bowden's leadership and Kirsten Girardi's ability to execute on the details. Invitations are scheduled to be sent in early September.

The Philip Roth Lecture featuring novelist Zadie Smith is scheduled for October 27, 2016 with approximately 300 guests expected to attend the lecture. Invitations have been sent for the VIP reception that will be used as a cultivation event to identify and attract donors to support the Philip Roth Personal Library. Ms. Steinbaum reported that the team is working with Rosica Communication to secure media attention for the event and the Carnegie Corporation's generous grant to the Newark Public Library Foundation, a fund of the Community Foundation of New Jersey, and to create in partnership with the Development team a yearlong PR plan.

Operations Committee Report:

Mr. Alrutz presented monthly budget and financial reports: July 2016 General Fund budget report showing 56.27% spent and encumbered, July 2016 General, Grants and Endowment budget report showing 55.18% spent and encumbered, August 2016 General Fund budget report showing 67.7% spent and encumbered, August 2016 General, Grants and Endowment budget report showing 56.8% spent and encumbered, August 2016 Grants budget report, and September 2016 Grants master list. In addition, Mr. Alrutz presented the July and August 2016 Amerprise reports on NPL Endowment investments, and the July and August 2016 Community Foundation of New Jersey reports on NPL Endowment investments.

Mr. Alrutz reported that the Library team has met with representatives from two key funders, Prudential and Victoria Foundations, to share with them an update on the engagement for and the ideas generated for reimagining the space at the Main Library. Mr. Alrutz created an ad hoc

group comprised of staff and board members to work with HMA2 in reviewing and refining the ideas that were generated from the broader community. Mr. Alrutz shared the concept to open up the 1st floor space to have it more active. The second and third floors are still pending as concepts.

Human Resources Committee Report:

Defer to Executive Session

Program Committee Report:

Defer

Unfinished Business:

Dr. Crist presented the March 23, 2016 Resolution to Ingrid Betancourt highlighting her recent listing among the top 50 most influential Latino leaders in New Jersey. He acknowledged her leadership in establishing the Hispanic Heritage Month Celebration, La Sala Hispanoamericana, Puerto Rican Archives and the New Jersey Hispanic Research and Information Center.

Ms. Steinbaum reported that she attended the 2016 New Jersey Library Trustee Institute and learned a great deal. She encouraged other trustees to attend next year. By law the board must meet continuing education requirements, which were met by her attendance. Ms. Steinbaum learned that there is a construction bill for libraries, Assembly #220 and Senate #217. It was suggested that the board should draft and send a resolution of support. Dr. Crist underscored this is also another reason for the Library to meet with the local representatives. It is also an opportunity for the affinity groups, Friends of NPL, Friends of NJHIRC and Friends of JBAAR, to become involved. It was requested that George Williams coordinate an advocacy plan and that the topic be included on the agenda for the next board meeting.

Public Comments:

Dorothea Moore shared her concern that the JBAAR fundraising flyers did not indicate who to make out the check to but that she feels good about the event. She expressed that she did not think the showing of the African American Museum Opening was properly advertised and that only 15 people attended.

Pat McDermott, representing the Union 2298 thanked the board and staff for addressing the physical plant with the repairs and the erection of the scaffolding around the service building. She inquired about the 4th floor development office mold remediation and the repair of the boiler in the Main Library. Mr. Alrutz indicated that the boiler was tested and is functioning,

ready to go. He reported that the 4th floor was retested and it confirmed that there is no issue with mold and that it will be cleaned. The consultant will provide a detailed report that will be shared.

Ms. McDermott also indicated that an emergency evacuation plan is needed for the Main Library, discussed Active Shooter Training and the concern about patrons bringing in large suitcases and luggage that are being left unattended for extended amounts of time. She shared that they are looking forward to resolving the issues.

Charles Auffant arrived at 6:13 pm.

At 6:13 pm, Dr. Crist indicated quorum was present.

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.

Treasurer's Report:

Bill Sheet # 1254 with total disbursements of \$1,269,181.79 for July 2016 was presented. On the motion of Trish Morris-Yamba and seconded by Charles Auffant, the board approved Bill Sheet # 1254.

Bill Sheet # 1255 with total disbursements of \$836,497.42 was August 2016 was presented. On the motion of Thomas Alrutz and seconded by Trish Morris-Yamba, the board approved Bill Sheet # 1255.

Executive Session:

On motion of Trish Morris-Yamba, seconded by Rosemary Steinbaum, the Board voted to move into Executive Session at 6:20 pm.

Sandra King arrived at 6:25 pm.

Return to Public Session:

As there was no further business for discussion, on motion of Charles Auffant, seconded by Trish Morris-Yamba the Board voted to reconvene in Public Session at 7:15 pm.

Passage of Board Resolutions:

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

1. Moved by Trish Morris-Yamba, seconded by Sandra King, and

VOTED (N.S.) that the following appointments (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. Covington-Williams, Taquill | Monitor | \$8.38 hr. | 7/27/16 |
| 2. Murphy, Tara | Librarian 1 | \$52,548 yr. | 8/23/16 |
| 3.Crafton, Elijah | Monitor | \$8.38 hr. | 9/16/16 |

2. Moved by Trish Morris -Yamba, seconded by Sandra King, and

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

| <u>Name</u> | <u>Title</u> | <u>Effective</u> |
|------------------|-------------------|------------------|
| Castano, Mariela | Library Assistant | 9/14/16 |

3. Moved by Trish Morris-Yamba, seconded by Sandra King, and

VOTED (N.S.) that the following terminations be approved:

| <u>Name</u> | <u>Title</u> | <u>Effective</u> |
|-------------------|--------------|------------------|
| Sec. | | |
| 1.Fate, Quawannah | Monitor | 8/24/16 |
| 2.Davis, Halaina | Monitor | 9/26/16 |

4. Moved by Trish Morris-Yamba, seconded by Sandra King, and

VOTED (N.S.) that the following leave of absence without pay, requested by the named person, be approved for three months:

| <u>Name</u> | <u>Title</u> | <u>Effective</u> |
|---------------|----------------|------------------|
| Davis, Sandra | Supv.Lib.Asst. | 8/8/16 |

5. Moved by Trish Morris-Yamba, seconded by Sandra King, and

VOTED (N.S.) that the following promotion, certified by the Civil Service Commission examination and certification, be approved as of August 17, 2016.

| <u>Name</u> | <u>From</u> | <u>To</u> |
|----------------|---------------------------------|------------------------------------|
| Campbell, Rudy | Bldg.Maint.Wkr. \$30,154 yr. | Sr.Bldg.Maint.Wkr. \$31,310 yr. |

6. Moved by Trish Morris-Yamba, seconded by Sandra King, and

VOTED (N.S.) that

WHEREAS, Susan Mazzeo has reached 13 years of service as an employee of the Newark Public Library, has reached the age of 52 and is now eligible for disability retirement as a member of the Public Employees' Retirement System of New Jersey, now

THEREFORE, the Board of Library Trustees approves Ms. Mazzeo's disability retirement from the Library staff effective June 30, 2016.

7. Moved by _____, seconded by _____, and

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

| Name | From | To | Effective |
|----------------|-------------------------|-----------------------------|-----------|
| Colson, Leslie | Clerk 1 \$61,103 yr. | Clerk 2,temp. 61,103 yr. | 9/19/16 |

8. Moved by _____, seconded by _____, and

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

| Name | Title | Effective |
|----------------|-----------------|-----------|
| Roman, Cinthya | Data Proc.Prog. | 9/19/16 |

FOOTNOTES

Resignation

Castano, Mariela

Termination

Davis, Halaina

Fate, Quawannah

Disability Retirement

Mazzeo, Susan

9. Moved by Trish Morris-Yamba, seconded by Sandra King, and VOTED that

The Board approves the termination of its contract with Pro Libra Associates, Inc. for the provision of the services of an Interim Library Director at a cost of \$3,750.00 per week as of 9/25/2016 and contracting with Thomas J. Alrutz, Library Consultant, to serve as Interim Library Director as of 9/26/2016 at a cost of \$3,000.00 per week, until such time as a permanent Director is appointed.

Voting yes – Timothy Crist, Trish Morris-Yamba, Rosemary Steinbaum, Charles Auffant and Sandra King

Voting no - none

Not voting – Thomas Alrutz

Announcements/Comments:

On behalf of Anasa Maat, Tom Alrutz reminded the Board about the JBAAR event on October 19th from 6-8 pm \$35

Announcement of Next Meeting and Adjournment:

Dr. Crist announced that the next meeting would be held on Wednesday, November 16, 2016 at 5 pm. He adjourned the meeting at 7:23 pm.