



# THE NEWARK PUBLIC LIBRARY

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## Minutes of the Special Meeting of the Newark Public Library Board of Trustees Monday May 7, 2018 at 5:00 P.M. in the 2<sup>nd</sup> Floor Board Room

Board members: Tim Crist, Tom Alrutz, Rosemary Steinbaum, Charles Auffant (via telephone), Anasa Maat, Jeremy Johnson  
Excused Absent: Trish Morris-Yamba, Sandra King, De'Shawn Wright  
Staff: Jeffrey Trzeciak, Rob Latz, George Williams, Rod Jefferson, Leslie Colson, Heidi Cramer, Ingrid Betancourt, Diana Glover, Jorge Rodriguez  
Others: Dorothea Moore, John Rice, Charlie Marino

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- I. **Call to Order, Roll Call** (T. Crist) – Tim called the meeting to order at 5:05 p.m. and called the roll. He announced that the meeting was organized to address a number of important facilities issues and allow the board to take action on some of them.
  
- II. **New Business** (T. Crist)
  - a. **Resolution to approve grant proposal for bilingual social worker.** Tim introduced the resolution to approve a grant proposal. Ingrid Betancourt provided some background on the resolution, which would allow the Library to hire a bilingual social worker for one calendar year. It was clarified that the grant application was being submitted to the Center for Hispanic Policy, Research and Development, a State of NJ government entity. It was also clarified that the social worker would work with both English and Spanish speakers, in addition to the presence of another social work intern. Tim motioned to approve the resolution, seconded by Tom, and the resolution was approved unanimously:

May 7, 2018

### RESOLUTION TO APPROVE GRANT PROPOSAL TO THE CENTER FOR HISPANIC POLICY, RESEARCH AND DEVELOPMENT IN SUPPORT OF A BILINGUAL SOCIAL WORKER

WHEREAS, The Newark Public Library (NPL) requests a \$50,000 Innovative Initiatives grant from the Center for Hispanic Policy, Research and Development in support of a bilingual social worker from July 1, 2018 through June 30, 2019, and;

WHEREAS, public libraries throughout New Jersey are enlisting social work interns due to the high demand for social services, but lack of funding for permanent positions, and; from 2016 - 2017, NPL engaged two social work interns from the Rutgers School of Social Work, who assisted patrons struggling with issues relating to mental illness, housing and substance abuse, and referred them to local agencies for follow-up services, and; while the interns provided a vital service, their support was temporary, and; In their absence, there has been an increased demand for a permanent social worker, and;

Ras J. Baraka  
Mayor, City of Newark

Timothy J. Crist, Ph.D.  
President, Board of Trustees

Jeffrey G. Trzeciak  
Director, The Newark Public Library

WHEREAS, Newark is home to over 97,000 Latinos, and; additionally, 31% of the population speaks Spanish at home, which is more than double the statewide average (15%), and; this percentage is even higher in several neighborhoods where NPL has library branches, such as North End (65%), Branch Brook (55%), and Van Buren (39%), now;

THEREFORE, BE IT RESOLVED, that the Newark Public Library Board of Trustees approves the aforesaid grant proposal seeking a bilingual (English- and Spanish-speaking) social worker to support the needs of Latinos in Newark.

Signed,

Dr. Timothy Crist, President  
Dr. Anasa Maat, Secretary

**b. Resolution to approve the Request for Proposals (RFP) for an Energy Services Company (ESCO)**

George Williams presented a number of updates related to facilities, in the areas of: roofing, elevators, a development opportunity for the Main Library's annex building, a Request for Proposals (RFP) for an Energy Services Company (ESCO), fourth floor cooling, and the JBAAR lighting plan.

John Rice and Charlie Marino of AKF delivered a detailed power point presentation regarding the overall scope of AKF's work with NPL, including: the energy audit project, priority projects (issuing an RFP for an ESCO as part of the energy project; JBAAR lighting; and 4<sup>th</sup> floor auditorium cooling), and next steps.

*Energy Audit Project-* The energy audit conducted by AKF in recent months at NPL's Main Library determined that the major energy expenses are for Lighting (31% or \$85,063 per year) and Space Heating (21% or 57,978 per year). Space Heating is also the largest contributor to the overall energy use (or carbon footprint) of the main library, accounting for 58% (6.77 million kBTU's) of the total energy use. In response to the RFP, ESCO's are expected to submit proposals containing creative equipment upgrades/cost-saving solutions based on the data from the recent energy audit. The Library (in conjunction with AKF) would then score the proposals, with the ultimate selection of an ESCO being determined by the board. Cost savings realized by the newer, more efficient equipment would pay for the cost of installation, to be paid back to the ESCO over some number of years. It was emphasized that much of the Main Library's energy infrastructure was antiquated and in nearly constant need of repair – John and Charlie emphasized that the ESCO would only address a portion of the Library's overall facilities needs.

*JBAAR Lighting Project* – it was briefly stated that the JBAAR lighting project would upgrade the light fixtures in the 2<sup>nd</sup> floor James Brown African American Room Space (formerly the periodicals/media shelving area) with LED pendant bulbs that are dimmable. This is being done without having to completely replace current lighting circuitry and is cost effective in comparison to other possible lighting upgrades/solutions.

*4<sup>th</sup> floor auditorium project* – The fourth-floor auditorium at NPL currently does not have functioning air conditioning. The two office spaces on that floor are also without effective cooling systems. AKF presented a blueprint for replacing the two current rooftop HVAC units with brand new units, that would utilize existing ductwork and the exterior cooling tower to cool the entire fourth floor. This system would replace the current one that sends cool air from a chiller in the basement to the fourth floor. The current system is cost- and energy-inefficient: it frequently leaks refrigerant and runs on an older type of refrigerant that is not environmentally friendly. John and Charlie also encouraged the Library to pre-purchase the HVAC Equipment required to replace the cooling system on the fourth floor, which would expedite the upgrade process by allowing the specification drawings and equipment to be installation-ready by the time an installer company is chosen. Completion of this project is anticipated to be mid-August 2018. Future board action on the selection of an installer was anticipated for perhaps early July 2018.

On the motion of Tim Crist, seconded by Tom Alrutz, the Board voted unanimously to authorize the Library to publish a Request for Proposals (RFP), with a minor modification to include a clause that would score proposals higher that hire locally and/or minority- and women-owned business enterprises (MBE/WBEs), to select an Energy Service Company (ESCO) for the Main Library, with the understanding that the ESCO will be selected and the ESCO Agreement finalized by mid-December, and that subsequently, the selected ESCO will begin the process of upgrading all of the lighting at the Main Library, a process that should take approximately 8-10 months.

- c. **Resolution to Join Purchasing Consortium.** The board discussed a resolution to join a cooperative pricing consortium, which would allow the library to purchase flooring materials at a discounted rate. Charles Auffant raised the question if entering this consortium would limit the ability of the Library to preference WBE/MBEs as vendors. Heidi clarified that it would not. Rosemary asked that the Library begin to systematically research other purchasing consortiums or other similar cost-saving measures that could be beneficial. The operations committee agreed to add this item to their agenda. On the motion of Tim Crist, seconded by Tom Alrutz, the board voted unanimously in favor of authorizing the Library to enter into a Purchasing Agreement Consortium for flooring. The full text of the resolution was as follows:

#### RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM

#### A RESOLUTION AUTHORIZING THE NEWARK PUBLIC LIBRARY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreement for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 7, 2018, the governing body of the Newark Public Library, County of Essex, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Newark Public Library

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A 40A:11-11(5)*, the Newark Public Library is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

Certification by Timothy J. Crist, President  
Attested by Thomas J. Alritz, Treasurer

- III. Adjournment** (T. Crist) As there was no further business, the meeting adjourned at 6:55pm. The next regularly scheduled board meeting is on May 22, 2018, at 5pm in the 2<sup>nd</sup> floor board room at the Newark Public Library on 5 Washington Street.