



THE NEWARK PUBLIC LIBRARY

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www.npl.org

Board of Trustees Meeting Minutes Thursday, June 7, 2018 at 5:00 P.M. in the 2nd Floor Board Room

Board members: Tim Crist, Tom Alrutz, Rosemary Steinbaum, Anasa Maat, De'Shawn Wright
Staff: Jeffrey Trzeciak, Rob Latz, George Williams, Heidi Cramer, Leslie Colson, Rod Jefferson, Jorge Rodriguez, Tom Ankner, Leslie Kahn, Diana Glover, George Hawley
Others: Dorothea Moore

- I. **Call to Order and Roll Call.** Tim Crist called the meeting to order at 5:09 PM and read the Open Public Meetings Act Statement. Tim called the roll
- II. **Approval of Public Session Minutes of May 7, 2018 and March 27, 2018.** Tim solicited comments or corrections to the public minutes of the March 27 and May 7 meetings. None were offered, *motion to approve made by Rosemary Steinbaum and seconded by Tom Alrutz. Approved unanimously.*
- III. **Director's Report - J. Trzeciak**
 - a. Jeffrey received the NJALA's 2018 "Recognition Award" for his work so far as Director of the Newark Public Library.
 - b. Jeffrey provided an update on his recent advocacy activity:
 - met with Phil Alagia, and along with the Essex County Library Directors, asked for \$200,000 from Essex County per year for the Essex County Libraries.
 - met with Teresa Ruiz and Eliana Pintor Marin, regarding per capita state aid, which could amount to \$400,000 if things go well; Ruiz was more receptive and introduced a bill in the senate to increase per capita state aid. Jeffrey also submitted a proposal for \$400,000 in funding for the Newark Public Library in partnership with the Newark City of Learning Collaborative (NCLC). De'Shawn noted that Jeffrey should request to meet with both Ruiz and Pintor Marin at the same time.
 - met with Mayor Baraka, and every City Council Member individually, requesting budget increases.
 - c. HVAC / Panasonic update: conference call yesterday with the HVAC group of Panasonic, showing promise for free or reduced cost HVAC units and consulting from Panasonic, in exchange for serving as a case-study for them.
 - d. George Williams delivered a Strategic Plan direction update re: "Provide Welcoming, Safe and Vibrant Environments":
 - including: new interior and exterior signage; rethinking partnerships; envisioning the Library as a "third place"; prioritizing open spaces and

thinking about how to activate what we already have; focusing on cleaning, security and accessibility (intuitive nature of the library, and signage).

- Rosemary asked about including the letter from Philip Roth to the Library calling it his “first other home” in discussions about building the Library as a third space/place. Tim asked about projects that would be generated, the timeline, and if anything would be needed from the board.

IV. President’s Report – no report was offered.

V. Treasurer’s Report – T. Alrutz

BILL SHEET #1274: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,011,991.63 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
March 9, 2018	\$ 239,850.58
March 23, 2018	\$ 238,123.78
Disbursement Activity	
Operating Account	\$ 443,672.77
Grant Account	\$ 82,738.50
Endowment Account	\$ 7,606.00
Total Disbursement for March 2018	\$ 1,011,991.63

BILL SHEET #1275: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 736,892.86 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
April 6, 2018	\$ 250,372.07
April 20, 2018	\$ 229,861.69
Disbursement Activity	
Operating Account	\$ 210,839.68
Grant Account	\$ 45,819.42
Endowment Account	\$ 0.00
Total Disbursement for April 2018	\$736,892.86

Tom Alrutz motioned for approval of the bill sheets #1274 and #1275, seconded by Tim Crist, and approved unanimously by the board. The comptroller, library director and president of board signed the bill sheets.

VI. Development Committee Report (J. Johnson)

- a. As Jeremy was absent, the board decided to wait until he arrived for the development report. Rosemary asked for confirmation that the letter to the Laurie foundation had been sent out. Jeffrey confirmed.

VII. Operations Committee Report - T. Alrutz

- a. *Budget reports* were presented and Tim and Tom stated that the numbers were inaccurate or out of date. Rod reported that there were manifold problems with the accounting software (MIP) and it would take several weeks to resolve. Tim asked Rod to provide progress reports to both Jeffrey and Tom Alrutz.
- b. *Facilities Update.*
 - Philip Roth Personal Library. Jeffrey & George met with Henry Myerberg of HMA2 to discuss the next steps for the Philip Roth Personal Library.
 - Annex Redevelopment opportunity was discussed.
 - 2nd Floor JBAAR. New furniture vendor/consultant Bridget Soyka-Smith is on track to deliver furniture very soon. Project completion deadline has been moved to Labor Day.
 - 4th Floor Cooling. As stated earlier, Panasonic might choose to provide free or reduced price HVAC units in exchange for using the Library as a case-study. Anasa Maat asked when the HVAC project with Panasonic might move forward. The “Go / No Go” decision deadline on Panasonic is first week of July.
 - The Board agreed that the 4th floor auditorium is NOT TO BE USED this summer without the installation of new HVAC equipment.
 - Energy Service Company (ESCO) Request for Proposals (RFP) update. The NJ Board of Public Utilities (NJ BPU) flagged the RFP for two reasons, number one being the clause regarding MBE/DBE/SBE and number two being the mandatory meeting. The RFP was revised accordingly and posted again.
 - Update on the branches: cameras have been installed on exterior of branch libraries, North End roof is done, Vailsburg roof is nearly done, and Main Library front façade work will be commenced soon. Branch Brook roof is in the pipeline to be repaired soon.
 - Board members asked to prioritize the renovation all the public restrooms
 - Board requested that the relationship between the Master plan and other projects be discussed at the operations committee meeting
 - OCA, an architectural firm, was selected to design renovation of three workspaces, including development suite and the 3M workspace.

VIII. Unfinished Business - none.

IX. New Business – none.

X. Public Comments - T. Crist

- a. Ms. Dorothea Moore reported her dissatisfaction with the move of the James Brown African American Room from the first to the second floor.

XI. Resolution to move into Executive Session - *Tim requested a motion to move into executive session at 6:44 pm, moved by Rosemary Steinbaum and seconded by Tom Alrutz, and approved unanimously by the board.*

XII. Resolution to return to Public Session *made by Tim Crist at 7:15pm, seconded by*

XIII. Passage of resolutions discussed during executive session

- a. In accordance with the by-laws Art. Sec. 1 the Director recommends ratification of the following appointments and personnel actions. ***Moved by Tom Alrutz, seconded by Anasa Maat, and***
 - i. ***VOTED***, that the following appointments (replacement) in the non- competitive division be approved as of the dates indicated:

<u>Name</u>	<u>Title</u>	<u>Salary</u>	<u>Effective</u>
Morale, Edith	Monitor	\$8.60hr.	5/22/18

- ii. ***VOTED***, that the following transfer appointment in the non-competitive division be approved:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Crafton, Elijah	Monitor Library Assistant \$8.60 hr.	\$27,933 yr.	5/28/18
McDowell, Dean	Bldg.Maint.Wkr pt \$14.32hr.	Bldg.Maint.Wkr ft \$27,933yr.	6/11/18
Wilson, Emeka	Bldg.Maint.Wkr pt \$14.32hr.	Bldg.Maint.Wkr ft \$27,933yr.	6/11/18
Robinson, Joy	Library Associate \$44,979yr.	Librarian1 \$53,298 yr.	6/11/18

- iii. ***VOTED***, that the following base salary increases be approved effective 6/11/18:

Name	From	To
Lyons, Craig	\$45,758 yr.	\$46,673yr.
Glover-Moore, Diana	\$41,863 yr.	\$42,700yr.
Arnold, Leala	\$41,980 yr.	\$44,979 yr.

iv. VOTED, that the following maternity leave of absence, requested by the named, be approved for three months:

Name	Title	Effective
Wicks, Alneesha	Library Assistant	6/9/18

v. VOTED, that

WHEREAS, Juan Falcon has reached 10 years of service as an employee of the Library, has reached the age of 64 and is now eligible for retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Mr. Falcon's retirement from the Library effective June 1, 2018

Meeting adjourned at 7:17 pm.