



THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630

www.npl.org

Board of Trustees Meeting Minutes

Wednesday, May 22, 2019 at 5:00 P.M. in the 2nd Floor Board Room

Board members: Tom Alrutz, Tim Crist, Gerald Fitzhugh, II, Jeremy Johnson, Anasa Maat, Miguel Rodriguez (absent), Rosemary Steinbaum, Lauren Wells
Staff: Jeffrey Trzeciak, Paula Baratta, Ingrid Betancourt, Diana Glover, George Hawley, Jorge Rodriguez, Leslie Kahn, Diego Quintero, Nadine Sergejeff, Anney Webb, George Williams
Public: Dorothea Moore

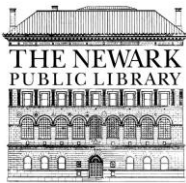
I. Call to Order: T. Crist called the meeting to order at 5:06pm and read the Open Public Meeting Act Statement

Roll Call and Attendance: T. Crist called the roll. Tom Alrutz, Tim Crist, Gerald Fitzhugh, II, Jeremy Johnson, Anasa Maat, Rosemary Steinbaum, Lauren Wells were all present. Miguel Rodriguez was absent. A quorum was established.

II. Approval of Public Session Minutes of April 11, 2019, motion by T. Crist, seconded by J. Johnson, unanimously approved with changes.

III. Director's Report

- J. Trzeciak announced his election to the position of Vice President (President elect) of the Urban Libraries section of NJ Library Association.
- The Newark Public Library (NPL) and Newark Public School (NPS) Collaboration, to distribute NPL library cards to students and educators, is scheduled to be in place by Fall 2019.
 - Decrease costs for both NPL and NPS;
 1. Increase Access to books will be accessible through the NPS and NPL system which will make it easier for students and teachers.
 2. NPS to incorporate library use as part of their lesson plan beginning with Grade 2; at Grade 2 everyone will receive a library card, and a basic introduction to library use as well as a school visit to the local library.
 3. Reading lists – NPL has been invited and has attended group meetings with librarians and working on issues, such as professional development was discussed.
 - a. Librarians have requested LGBTQ age-appropriate reading lists as required by NJ State Law
 - i. Rachel Paulus, NPL LGBTQ Librarian, has completed list for earlier grades, and is working on upper grades.
 - ii. Question was asked by L. Wells on whether there are reading lists of books by Latino and African American authors and are lists shared between the district and NPL? It would be good for NPL to have reading lists to facilitate the purchase of books as needed;
 1. J. Trzeciak will discuss with I. Betancourt and L. Kahn to keep in mind these lists when resources are purchased.
 2. J. Trzeciak meets regularly with J. Koen and will raise the reading list issue with him.



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4. NPL is an active participant in *Newark Reads* and *Newark Literacy Coalition* meetings regularly.
 - a. Mayor Ras Baraka will officially launch the literary coalition at a press conference scheduled for June 4, 2019 at 10:00am at the NPL.
 - i. G. Fitzhugh – Superintendent Leon has launched a strategic plan called *NPL Clarity 2020*, which, will launch June 13th, 2019.
- **Library Construction Bond update** - Construction Bond activities have started to move forward. NPL is corresponding and meeting with liaisons in the Governor's Policy Office regularly.
- **Special Collections Storage**
 - L&M Development has offered NPL 6,000 sq. ft of space and will work with NPL on specifications to be made to house the NPL collections.
 1. This will result in cost savings of \$20,000 per year; and
 2. Will also help with getting additional insurance coverage for special collections
 - J. Trzeciak, G. Williams and D. Glover do weekly walkthroughs
 1. The following projects have already been completed:
 - a. Display cases have been cleaned up and now are consistent in color with some end panels in LGBTQ room.
 - b. Digital signage increased around the library.
 - c. New carpeting added in various areas.
 - d. New bookcases, with wheels, have been added which allows them to be moved so the lobby space can be used if needed.
 2. 2nd floor bathroom renovation was very well received.
 3. Courtyard has been cleaned and new plantings were added.
 4. NPL has a new stage and dance floor for Friday night dance party.
 - a. J. Trzeciak would like to include the personal stories: ex. Person who is coming up from Atlanta to attend the Friday night Dance Party, people also attend from Pennsylvania and Washington D.C. and stay for the weekend.
 - b. Opportunity to highlight NPL's impact on tourism.
 5. Front door fixed, now handicap accessible.
 6. LGBTQ Center opening was a huge success. Over 100 people attended and First Lady Tammy Murphy was in attendance as well as T. Crist, A. Maat, T. Alrutz.
 7. Pending items:
 - a. Refurbish main elevator.
 - b. Install gender-neutral family bathroom on 1st floor (location to be confirmed).
 - c. Renovate 1st floor bathrooms.
 - d. New carpet in Café.
- **Strategic plan update** – there are updates in each of the areas, completed items in all areas, good progress has been made in meeting goals. J. Trzeciak meets with teams monthly to discuss progress and identify roadblocks
 - T. Crist wants to see this in a different format to make it easier to capture the updates.



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• **Statistics Review (two year trends):**

- Reference has significant increase at main and branches.
- There is also an increase in computer use.
- The Biggest increase is in attendance at library sponsored programs.
- Programs are up significantly.
- Patron visits are up, print circulation is up at the branches, but down at the main library. The book displays may help in getting the numbers up.
- E library - use of E-books and audio books, but media check outs are down at the main library, but up at the branches.
- After reviewing trends, the next step is to find out why there are increases at branches, not at Main.
 - T. Crist suggest that NPL begin to look and try to find reasons for lower number at NPL on trends;
 1. NPL needs to come up with action items to determine what is causing the lower numbers;
 2. Benchmarks needed to see where NPL falls statistically, in urban library arena.

IV. President’s Report:

- T. Crist thanks staff for great job done with Junius Williams event, *50 Years of Activism: The Junius Williams Papers*, on May 21st. T. Ankner did a great job with the exhibit, and J. Williams was moved by it, and he was very complimentary of the J. Trzeciak and the staff.

V. Treasurer’s Report/Operations Committee Report: (T. Alrutz)

BILL SHEET #1286: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,097,361.99 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 8th, 2019	\$ 379,647.80
March 25th, 2019	\$ 252,919.80
Disbursement Activity	
Operating Account	\$ 431,085.14
Grant Account	\$ 28,540.56
Endowment Account	\$ 5,168.69
Total Disbursement for March 2019	\$ 1,097,361.99

T. Alrutz made the motion for approval of Bill Sheet #1286, 2nd by G. Fitzhugh, and unanimously approved.

BILL SHEET #1287: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,022,903.91, 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 5th, 2019	\$ 289,640.10
April 19th, 2019	\$ 239,640.20
Disbursement Activity	



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Operating Account	\$ 375,298.70
Grant Account	\$ 118,217.99
Endowment Account	\$ 106.92
Total Disbursement for April 2019	\$ 1,022,903.91

T. Alrutz made the motion for approval of Bill Sheet #1287, 2nd by R. Steinbaum, and unanimously approved.

VI. Development Committee Report (R. Steinbaum)

- a. 2019 Gala date is set for November 21, 2019
- b. Save the date – November 4th, 2019 Sean Wilentz, Princeton Historian
- c. Kudos to Kirstin Giardi on the *Whodunit Mystery Evening*
 - i. Over 100 people participated; and
 - ii. \$3000 was raised.
- d. R. Steinbaum provided Grant updates

VII. Operations Committee (T. Alrutz)

- i. ESCO Update
 1. Honeywell and Prudential will meet to discuss Prudential funding
 2. 4th floor cooling (with support from Panasonic) will begin on 4th floor. The auditorium will be done first followed by the administrative offices.
- ii. Philip Roth room Update:
 - a. Asbestos testing completed.
 - b. Lidar survey to be done.
 - c. Drop ceiling to be removed.
- iii. HRIC Staff received proposal to design new HRIC space.
- iv. Roof replacement to be done once HVAC installed
- v. **Facilities Updates:** Summer hours to begin on Memorial Day (Monday, May 27) and end on Labor Day (Monday, September 2). As has been past practice, "late night" at the Main Library and Branches will have one late opening on Wednesdays only. Saturday hours at both main Library and Branches will be 9:30am-1:30pm.

T. Crist motioned, seconded by T. Alrutz, and approved unanimously.

VIII. The board invited public comments:

Jorge Rodriguez and Dorothea Moore.

IX. On a motion by T. Crist, seconded by T. Alrutz the board moved into Executive Session at 6:35 p.m.

X. Personnel Resolutions discussed during executive Session were approved when the board returned to Public Session.

T. Crist announced that the next meeting would take place on Wednesday, July 24, 2019, at 5 p.m. in the 2nd floor boardroom at 5 Washington Street, Newark, NJ 07102. The board adjourned at 8:03 p.m.