



THE NEWARK PUBLIC LIBRARY

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

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Board of Trustees Meeting Minutes

Wednesday, July 24, 2019 at 5:00 P.M. in the 3rd Floor Director's Office

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

I. Call to Order: T. Crist called the meeting to order at 5:07pm and read the Open Public Meeting Act Statement

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

II. Approval of Public Session Minutes of May 22, 2019, T. Crist solicited comments and corrections to the minutes, none were given, motion to approve made by T. Crist, seconded by R. Steinbaum, unanimously approved.

III. Director's Report

• J. Trzeciak – Director's Report Presentation

• **Congratulations:**

1. 2019 Innovative Archives Award from Mid-Atlantic Regional Archives Conference went to Puerto Rican Community Archives of the Hispanic Research and Information Center. T. Crist nominated HRIC for the award.
 - a. Ingrid Betancourt
 - b. Yesenia Lopez
 - c. Juber Ayala
2. Maisy Card – Teen Librarian at the Main Library who is now a published author.
 - a. NPL will host an event in her honor once her book becomes available.
3. Public Services Staff
 - a. NJLA Public Relations Award

• **Acknowledgments:**

Staff Involvement in the profession

1. Tom Ankner, Past President NJLA's History and Preservation Section
2. Leala Arnold, Summer Reading Committee, NJLA
3. Paula Baratta, Member-at-large, NJLA Urban Libraries Section
4. Cynthia Becker, NJLA Honors and Awards subcommittee
5. Lena Gluck, Anti-Fascist Librarians Guild
6. Leslie Kahn, NJLA (Reference Section, Diversity and Outreach), Contributions to ALALibrary ThinkTank, CoolLibrariansNJ
7. Rachel Paulus, NJLA Reference Section VP/President elect
8. Laura Sars, Chair of the Federal Documents Interest Group and Archivist, Documents Association of New Jersey
9. Nadine Sergejeff, Founder and member MentorNJ



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10. Jeffrey Trzeciak, Vice-President/President-elect NJLA Urban Libraries Section
11. Ayoola White, ALA Sustainability Roundtable) Climate Preparedness Week), BCALA, ACRL, Spectrum Scholar, Mosaic Scholar, Progressive Librarians Guild

- **City Council Budget Hearing – July 23, 2019**

1. Feedback from members of the City Council was positive
 - a. Friday Night Dance Party
 - b. Commitment to Diversity
 - c. Congratulations from Mildred Crump
 - i. Leadership in literacy
 - ii. Community focus

- **Partnership with Newark Museum**

- NPL is hosting weekly welcome events for Linda Harrison at each of the branches.

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

- Patron visits are up 73% from May 2018
 1. Busiest locations: Main Library, Springfield and Van Buren Branches
- Public Catalog Searches up 37% from May 2018
- Card Registrations are up 24.8% from May 2018
 1. Most registrations: Main Library, Van Buren and Vailsburg Branches
- Digital Searches up 117.7% from May 2018
- E-Library item use up 25.8% from May 2018
- Kanopy (streaming video service) continue to increase
- WiFi logins up 52.4% from May 2018
- Statewide Reference increased 12% over May 2018 and 20% for the year
- New book purchases increased over 50% from May 2018 and 23% for the year
- Computer use is flat from May 2018
- Traditional Circulation is down 3.5% from May 2018
 1. Note: biggest decline is at Main in traditional media; if e-media is factored in, then circulation is flat

- **Strategic Plan update**

1. Nurture Newark's Youth and Families
 - NPS/NPL partnership
 - Registering students and staff for library cards (Fall 2019)
 - Share online library catalog (Fall 2020)
 - 2nd grade library visits (Fall 2020)
 - *FOLLOW-UP* – J. Trzeciak to ask Joshua Koen about Junior HS and HS student access
2. Susan Lazzari presented an overview of the #NewarkReads program initiated by Mayor Baraka, in which the Library is a lead partner. Two books for 6th- 8th grade reading level were selected: *Crossover* by Kwame Alexander and *I am Malala* by Malala Yousafzai. The Library has distributed approximately 450 books so far. Bookmarks with thought questions for each book are also given to students. Students have registered for books online and also walk-in to receive books. Programs based on the books are being held at all library locations. S. Lazzari also showed the board a sample of the program art - self-



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portraits using word art. iPads are being used to create the art. Outreach has started to Centers of Hope and Recreation Centers to encourage students to come into the library to pick-up books.

3. Outside Artz Program

- Susan Lazzari (Van Buren Branch), Ingrid Betancourt and Nadine Sergejeff (Special Collections) and Jessica Campbell (NPL Social Worker) began weekly arts workshops with patrons who are experiencing homelessness in May. The workshops take place in the Main Library Café on Thursday mornings; usually 9-16 attendees per week
- **Outcomes**
 - Provides programming to an underserved patron population
 - Connects homeless patrons to NPL's social worker, Jessica Campbell, for needed social services
 - Promotes patron wellness through artistic self-expression
 - Challenges negative stereotypes and increases understanding
 - Builds connections/community among participants

4. Enhance and Promote Newark Public Library's Distinctive Special Collections

- L&M Storage – 6,000 square feet in the lower level of the Walker House will be allocated and designed according to NPL specifications. Space will be secure and environmentally controlled
- Islandora – By February 2020 NPL digital archive will have migrated from ContentDM platform to Islandora, an open digital repository system.
 - NPL is in the process of transitioning to Islandora with the help of METRO (the Metropolitan New York Library Council), a nonprofit regional organization.
- Finding Aids
 - New server to house finding aids for all Special Collections
 - Convert existing finding aids to the EAD (Encoded Archival Description) format
 - Currently, finding aids are in several formats, and must be searched separately. The standardized format will allow users to perform a single search to find archival materials in our collections.
- NEH Grant – NPL currently is applying for a grant from the National Endowment for the Humanities to digitize materials in our Special Collections departments. If received, the project will begin June 2020.

IV. President's Report:

- T. Crist noted the death of William "Bill" Dane on July 13th, 2019. Bill Dane's extraordinary career with the Newark Public Library as "Keeper of the Prints" spanned 62 years, beginning in 1947 and ending in 2009. A memorial event will be held in his honor at the Library in the fall.
- J. Trzeciak reported that Special officer "Big Al" Jiminez died on July 20th, 2019.
- J. Johnson commented that the "She likes Girls" event presented by Yendor on July 3rd was well received.
- T. Crist attend Garrard Conley Book Talk "Boy Erased" – July 10th, 2019 – The event was really well done.



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- L. Wells raised questions about the United Way’s Book Signing on June 26th, 2019 with Ibtihaj Muhammad for “Proud: MY Fight for an Unlikely American Dream.”
 - i. How well was this promoted in the Muslim community?
 - ii. Was there any outreach done?
 - iii. What was NPL’s strategy and role in the event?
- A. Maat – there will be a formal ceremony in JBAAR to honor Renee Starks (date to be confirmed)
- L. Kahn – Jessica Campbell, NPL Social Worker, received approval from NJLA for her proposal (details forthcoming from L. Kahn)
- J. Campbell will speak at 2020 conference
- State Library grant contacted L. Kahn in regards to a grant for re-entry of inmates

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

BILL SHEET #1288: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,440,558.84 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
May 3 rd , 2019	\$ 260,074.07
May 17 th , 2019	\$ 246,651.12
May 31 st , 2019	\$ 240,159.94
Disbursement Activity	
Operating Account	\$ 593,211.98
Grant Account	\$ 98,939.36
Endowment Account	\$ 1,522.37
Total Disbursement for May 2019	\$ 1,440,558.84

T. Alrutz made the motion for approval of Bill Sheet #1288, 2nd by L. Wells, and unanimously approved.

BILL SHEET #1289: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,016,358.32, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
June 14 th , 2019	\$ 244,448.58
June 28 th , 2019	\$ 251,369.77
Disbursement Activity	
Operating Account	\$ 286,192.28
Grant Account	\$ 232,900.48
Endowment Account	\$ 1,447.21
Total Disbursement for June 2019	\$ 1,016,358.32

T. Alrutz made the motion for approval of Bill Sheet #1289, 2nd by L. Wells, and unanimously approved.



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VI. Development Committee Report (R. Steinbaum)

- a. The Newark Public Library Naming Rights Policy – *DEFERED TO EXECUTIVE SESSION*

VII. Operations Committee (T. Alrutz)

- ESCO Update – things are moving slowly
 1. Honeywell and Prudential met to discuss Prudential funding – Further details to follow
 2. 4th floor cooling HVAC installation has begun in the auditorium and should be completed by the end of July, early August
 3. State Construction Bond regulations have been released for public comment
 4. We are reviewing projects, both small and large, for which we might submit requests for funding

VIII. Unfinished Business

- a. None

IX. New Business

- a. None

X. The board invited public comments:

Jorge Rodriguez and Dorothea Moore.

- ## **XI.**
- On a motion by T. Crist, seconded by R. Steinbaum the board moved into Executive Session at 6:42 p.m.

- ## **XII.**
- On motion of Miguel Rodriguez, seconded by Tom Alrutz, the Board returned to Public Session at 7:14pm

Moved by T. Crist, seconded by J. Johnson, the board adopted the Naming Rights Policy with a 6-1 vote, with A. Maat opposed.

The Newark Public Library Naming Rights Policy

Policy Statement

The Library Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities, restricted endowments, or positions.

Generally, facilities shall be named with a preference for geographic or functional designations. However, NPL may also offer naming rights in the following instances:

- when there is a strong community desire for a specific name for a facility; and/or
- when the Library Board desires to honor an individual, foundation or corporation for outstanding service or financial contributions that are consistent with the nature and mission of the Library.



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The Director of the Library is responsible for making recommendations to the Library Board regarding naming opportunities, in compliance with guidelines and procedures developed by the Director and Library staff. Any Trustee, staff member or citizen of Newark may nominate an individual for special recognition. The Library Board will evaluate the appropriateness of the Director's recommendation and determine the proper recognition.

Naming rights will not be offered into perpetuity; rather, the duration of naming rights will be outlined in the guidelines and procedures.

The Library Board authorizes the Director and Library staff to develop guidelines and procedures to carry out such a program for recognition of major donors or library supporters, as approved by the Board.

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

In accordance with the by-laws Art.Sec.1 the Director recommends ratification of the following appointments and personnel actions:

Name	Title	Change	Base Salary	Date
Mutazz, Marquan	Librarian 1 (Branch Manager)	Termination	\$58,000	5/30/19
Williams, Austin	Monitor	Appointment Non-Competitive (JBAAR)	\$15/hr.	6/3/19
See, Heather	Literacy Program Coordinator	Provisional Appointment pending Open Competitive Examination	\$66,000	6/17/19
Ayala, Juber	Librarian 1 (NJHRIC)	Promotion	\$52,819yr.	6/24/19

T. Crist announced that the next meeting would take place on Wednesday, September 25th, 2019, at 5 p.m. in the Director's Office - 3rd floor at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:43 p.m.