



THE NEWARK PUBLIC LIBRARY

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

www.npl.org

Board of Trustees Meeting Minutes

Wednesday, April 11, 2019 at 5:00 P.M. in the 2nd Floor Board Room

Board members: Tom Alrutz, Tim Crist, Gerald Fitzhugh, II (excused), Jeremy Johnson (excused), Anasa Maat, Miguel Rodriguez, Rosemary Steinbaum, Lauren Wells (excused)

Staff: Jeffrey Trzeciak, Annecy Webb, Leslie Colson, Diana Glover, George Hawley, Jorge Rodriguez, Leslie Khan, Ingrid Betancourt, Paula Baratta.

Call to Order: T. Crist called the meeting to order at 5:08pm and read the Open Public Meeting Act Statement.

I. Roll Call and Attendance: Tom Alrutz, Tim Crist, Gerald Fitzhugh, II (excused), Jeremy Johnson (excused), Anasa Maat, Miguel Rodriguez, Rosemary Steinbaum, Lauren Wells (excused)

II. Approval of Public Session Minutes of January 23, 2019, motion by T. Crist, seconded by M. Rodriguez, unanimously approved

III. Director's Report

- a. J. Trzeciak provided updates on the Initiatives with the Newark Public Schools:
- J. Trzeciak is working with Joshua Koen, IT for Newark Public Schools who is acting as liaison for Newark Public Schools
 1. Anticipate to distribute NPL library cards to 36,000 students and 6,000 educators by Fall 2019
 2. J. Koen is working with school district to incorporate library use as part of 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. J. Koen will facilitate:
 - a. Communications with all principals and teachers
 - b. Any announcements from NPL
 4. NPL and NPS are exploring opportunity to share online catalog
 - a. NPS library will be entered in system and maintained by the school
 - i. A data sharing agreement will be signed
 5. J. Trzeciak congratulates Leslie Colson on being selected as international foreign student by Rutgers Office of Global Initiatives and Experiential Learning, and she will be going to Tanzania and Zanzibar.
- b. L. Khan provided update on the Strategic plan for Personal Growth & Well Being goal. The goal's activities revolve around these Library roles, and the report presented by L. Khan summarized the report in three parts:
- Staff: thoughtful, well-trained, patron-centered
 - Partnerships with community groups, institutions, and agencies
 - Personal touch: Library services are provided with heartfelt
 - L. Khan also presented some excellent examples of successes that were had by the library in each of the goals.
 - A social worker has been hired by the library and is doing a great job of serving the patron's needs.



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1. T. Crist acknowledges the progress that has been made since the interest in this area began around 3-4 years ago.
- c. J. Trzeciak references the updates that are in the Board packet on the Strategic Plan.
- Strategic Planning meetings with team leaders take place on a monthly basis to get updates and during the meetings J. Trzeciak identifies hidden hurdles and identify ways to reduce the problems.
 - One of the most recent areas has been in early childhood literacy, and NPL has been asked to join the Newark Literacy Coalition. This is a team of different agencies within Newark addressing literacy from a variety of perspectives.
 1. NPL is currently advertising for a literacy Coordinator and the person will report directly to P. Baratta5/24/2019 12:51 PM and will deal with the different agencies regarding literacy initiatives
 2. Mayor Baraka will have his press conference regarding the Literacy Coalition in JBAAR on June 4, 2019.
 - a. Email reminders will be sent
- d. J. Trzeciak 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
 - Community sponsored programs saw a decrease which could be due to the collaborations that the library is doing with community groups
 - 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.
 - Kanopy use is up. Kanopy is a collection of films/documentaries that could be viewed, after you join, using your library card.
 1. NPS was especially interested in Kanopy and we should see an increase once we partner with them.
 - Digital searches as well as Wi-Fi logins are now being counted as well.
 1. Wi-Fi is still being extended by installing hot spots outside of branches, but it can only be accessed by using library card. We are close to getting that done.
 2. 27,000 digital NPL.org searches
- e. Technology update
- New public Computers have been installed at all the branches courtesy of Prudential. NPL is also working on replacing some of staff computers as well.
- f. Library Construction Bond update – discussion is still taking place and possibly all the aspects in order to issue may be completed in 2020.

IV. President's Report:

- a. T. Crist – Acknowledges the passing and the great contribution Trish Morris-Yamba made to the Newark Public Library. T. Crist wrote a Resolution her contributions.

Resolution, Board of Trustees, Newark Public Library, April 11, 2019



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The Board of Trustees record with deep sorrow the death of Trish Morris-Yamba, who served the Newark Public Library as trustee for more than 20 years with grace and distinction.

As President of the Board of Trustees and in other roles, she provided calm and thoughtful leadership, always seeking to build connections among people and organizations to advance the mission of the Library. The more difficult the situation, the more we turned to her for advice, and the more helpful her advice was.

During her long service, she guided the Library through two leadership transitions, with the result that we are well positioned to serve the Newark community with imagination and resolve. Her tireless commitment to the Library's mission and her always helpful counsel had a profound impact on all that we do for Newark residents.

We will miss her style, her advice, and her wisdom, and we extend our condolences to her family and friends.

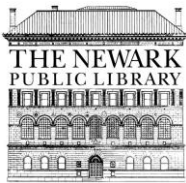
- b. Motioned by T. Crist and seconded by M. Rodriguez, unanimously approved by all.
 - J. Trzeciak will send a copy of the resolution to the family
- c. T. Crist acknowledged J. Trzeciak's message on the six events that took place simultaneously at the Library, and the logistics it takes by the staff for the success of these events.
 - J. Trzeciak acknowledged T. Crist's comment and gives praise to Diana Glover for her part in successfully navigating all events at NPL.
- d. T. Crist worked with I. Betancourt and her colleagues, and he made a nomination to the New Jersey Caucus of MARAC (Mid Atlantic Regional Archives) for HRIC to receive the Innovative Archives Award. Great work is done by Hispanic RIC and NPL looks forward to hearing, in the fall, if the HRIC will be recognized in this way.

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

BILL SHEET #1284: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$882,761.31 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
January 11, 2019	\$ 229,480.64
January 25, 2019	\$ 226,652.77
Disbursement Activity	
Operating Account	\$ 333,929.91
Grant Account	\$ 92,652.36
Endowment Account	\$ 45.63
Total Disbursement for January 2019	\$ 882,761.31

BILL SHEET #1285: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,440,244.87, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:



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Gross Payroll Activity	
February 8, 2019	\$ 226,695.67
February 22, 2019	\$ 245,451.89
Disbursement Activity	
Operating Account	\$ 823,564.04
Grant Account	\$ 133,242.28
Endowment Account	\$ 11,290.99
Total Disbursement for February 2019	\$ 1,440,244.87

*T. Alrutz noted - Payments for February 2019 - disbursements include payment of the 4th quarter fringe benefits that are deducted from staff's salaries to the city of over \$200,00.00 which was a large expense and payment for a big portion of insurance for the year. That is why disbursement amount is so large.

T. Alrutz made the motion for approval of bill sheets #1284 and #1285, approved unanimously by the board.

a. **Operations Committee** met on Monday, April 1, 2019

- January General Operating Budget report. Six or seven items of revenue totaling \$11,292,555 form our budget for the year 2019.
- Report of January Summary of General Grants and Endowments is deferred until the accuracy of the carryover figures have been completed.
- T. Crist asked that the difference between the YTD and Prior Year Actual be corrected and reconciled for the next month.
- Amounts are carry over from previous year and not adjusted, within the 1st quarter.
 1. T. Crist general operation, grants reports will be more accurate when presented at next meeting.
- Funds from the Stable Value Pool are being moved to the Flagship Portfolio Pool and eventually there will only be funds in the Flagship pool as the funds are moved slowly to account for any market fluctuations.
- T. Crist – the Treasurer's report and Operations Committee report are separate and should be addressed as separate items

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.

Resolution, 2019 Summer Hours, April 11, 2019

This year our summer hours will begin on Memorial Day (Monday, May 27) and end on Labor Day (Monday, September 2).

As has been past practice, our "late night" at the Main Library and Branches will be Wednesdays.

Saturday hours at both main Library and Branches will be 9:30-1:30.

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



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- Fourth floor air conditioning
 1. Permits (G. Williams will go the City Hall, April 12, 2019)
 2. Equipment is on site
 3. Energy Saving Program – ESCO oversees energy saving work and arranges for the financing to pay for it.
 - a. Prudential has expressed an interest to fund the program
 4. A contractor has already been selected
- Philip Roth Personal Library involves the Operations Committee with Facilities and the Philip Roth Committee with 3 Board members, T. Crist, R. Steinbaum and T. Alrutz
 - Staff and Committee members met with the architect and the exhibit designer on several occasions but so far nothing concrete has been decided
 - R. Steinbaum once drawings are completed they will be presented to the Board by the Architects
 - Asbestos testing has been done
 - Part of the ceiling will be removed so the architects can see what's there
 - Working with AKF on cooling options
 - J. Trzeciak met with P. Grimes (Attorney) and it seems we will be allowed to retrieve the materials from the apartment in June and from the house in July
 - I. Betancourt and N. Sergejeff are identifying storage space
 - Temporary help will be hired

VI. Development Committee Report (R. Steinbaum)

- a. 2019 Gala date is set for November 21, 2019
- b. Kudos to Kirstin Giardi on the Whodunit Mystery evening
 - Over 100 people participated and \$3000 was raised
- c. R. Steinbaum and S. Scott went to Delray Beach, Florida to speak with Weequahic High School All Years Florida Reunion
 - S. Scott did a great job on bringing organizing material in an attempt to fundraise for the PRL
 - There were a few gifts given, but mostly it was to network and could possibly yield results in the future.
 - Opportunity to post on blog if we provide information to the blogger
- d. J. Trzeciak announced that Marianne Calle is graduating in the summer and leaving the library and Mary Gable is expecting her first child, congratulations to both on the new chapter in their lives.

VII. The board invited public comments:

- a. *Jorge Rodriguez*, assistant director for Information Technology
 - Thanks J. Trzeciak for the gift cards given to all employees in honor of library workers day.
 - Jorge will schedule a Cyber Security Meeting with R. Jefferson
 1. Put a new firewall in place to protect site from "hacking"
 2. The idea of sending a "mock" email was raised by T. Crist to see who opens it and address security protocols with the individuals
- b. *Nadine Sergejeff*, Special Collections Librarian



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- Exhibit by American Graphics Artist will be on display from September 23rd until October 5th and the art will be donated to the library
 - NPL will (or donations valued at) \$70,000 in kind donations
 - N. Sergejeff and I. Betancourt do an excellent job
- c. *Rod Jefferson* attended memorial service for the late Mayor Kenneth Gibson
- Mayor Gibson was highly revered and he cared about the citizens of Newark
 - Broad Street will be remained to Mayor Kenneth A. Gibson Boulevard
 1. Programs are available in the NJ room in case of interest

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

IX. Personnel resolutions:

- a. Personnel resolutions
- b. Director Review with recommendations

Moved by T. Crist, seconded by M. Rodriguez, and unanimously approved by the board upon return to public session

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

<u>Name</u>	<u>Title</u>	<u>Change</u>	<u>Salary</u>	<u>Date</u>
Tucher, Albert	Librarian 3	Retirement	\$81,561	2/1/19
Paulus, Rachel	Librarian 1	Appointment Non-Competitive (LGBTQ/Reference)	\$52,819	2/4/19
Perez, Stephanie	Library Assistant	Appointment Non-Competitive (North End Branch)	\$29,204	2/12/19
Crowther, Jonathan	Data Processing Programmer (Trainee)	Appointment Non-Competitive (Information Technology)	\$32,500	2/12/19
Waller, Kathleen	Library Assistant	Appointment Non-Competitive	\$29,204	2/12/19
Calles, Bryan A.	Monitor	Appointment Non-Competitive	\$15/hr.	2/19/19
Lockhart, Kareem	Building Maintenance Worker	Transfer to Full-time	\$29,204	3/4/19



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Cruz, Michell	Library Assistant	Transfer to Full-time	\$29,204	3/4/19
Arnold, Leala	Librarian 1	Promotion to Librarian 1	\$52,819	3/4/19
Thomas-Guerrero, Enmanuel	Monitor	Appointment Non-Competitive	\$15/hr.	3/11/19

X. T. Crist announced that the next meeting would take place on Wednesday, May 22, 2019, at 5 p.m. in the 2nd floor boardroom at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:45 p.m.