



# THE NEWARK PUBLIC LIBRARY

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## Board of Trustees Meeting Minutes

Tuesday, January 23, 2019 at 5:00 P.M. in the 2<sup>nd</sup> Floor Board Room

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

Staff: Jeffrey Trzeciak, Annecy Webb, Leslie Colson, George Hawley, Jorge Rodriguez, Leslie Kahn, Ingrid Betancourt

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**I. Call to Order:** T. Crist called the meeting to order at 5:05pm.

**II. Approval of Public Session Minutes of November 27, 2018,** motion by J. Johnson seconded by T. Alrutz

### **III. Director's Report**

a. J. Trzeciak provided updates on the Strategic Planning action plan:

- Wireless access points purchased
- Implementing tablets for children
- L. Khan LGBTQ librarian starts on February 4<sup>th</sup> 2019
  1. Interviews are being conducted to hire a fulltime social worker
  2. D. Quintero and L. Khan are looking at Tutor.com and brainfuse.com
    - a. Comparison pricing is being done
    - b. I. Betancourt provided information on U.S. Census Bureau Job Fair which was held on Tuesday, January 22<sup>nd</sup>
- Census personnel were on site and many applicants filled out applications

c. J. Trzeciak reviewed Website usage data and the statistical reports:

- Reference usage is up at both the main Library and branches
- The number of Library Programs is up at both the main Library and branches
- Attendance at Library programs is up at both the main library and branches
- Computer usage is down at both the main Library and branches
- L. Wells asked if we know why the community group and library program numbers are down, do we know why?
  1. JT will get exact breakdown and present at next Board meeting
  2. T. Alrutz - Space not always being available could contribute to lower numbers

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3. I. Betancourt – Library frequently partners with different cultural organizations and is it possible that the numbers may not be taken into account?

d. J. Trzeciak provided an update on the Roth room:

- a. The collections have been sorted (I. Betancourt and N. Sergejeff)
- b. Working with AKF re: HVAC update

#### IV. President’s Report:

a. T. Crist commended all staff involved in the preparation for the opening of the new JBAAR. The event was quite a success.

#### V. Treasurer’s Report:

**BILL SHEET #1282:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,110,479.61 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
November 2, 2018	\$ 219,211.67
November 16, 2018	\$ 213,471.26
November 30, 2018	\$ 217,160.79
Disbursement Activity	
Operating Account	\$ 317,443.46
Grant Account	\$ 143,142.42
Endowment Account	\$ 50.00
<b>Total Disbursement for November 2018</b>	<b>\$ 1,110,479.61</b>

**BILL SHEET #1283:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 812,523.57, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
December 14, 2018	\$ 207,854.05
December 28, 2018	\$ 209,531.60
Disbursement Activity	
Operating Account	\$ 203,684.43

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Grant Account	\$ 188,562.49
Endowment Account	\$ 2,900.00
<b>Total Disbursement for October 2018</b>	<b>\$ 812,523.57</b>

*T. Alrutz made the motion for approval of bill sheets #1282 and #1283, seconded by Lauren Wells and approved unanimously by the board.*

**VI. Development Committee Report:**

- Proceeds at the gala from the Silent Auction doubled
- The gala was a success, with a gross of is \$197,135
- Total grants increased by \$360,000 and total for the year is \$1,600,000

**VII. Operations Committee Report:** T. Alrutz reported.

- Operations Committee met on Wednesday, January 16, 2019
- Breezeway repairs were done
- Equipment for 4<sup>th</sup> floor HVAC is here
  - Searching for a company that can do the installation (looking towards summer 2019)
- Honeywell is completing its due diligence for the ESCO contract
- Union contracts and 2019 budget will be discussed during Executive Session
- Summary of 2019 budget will be presented a next Board meeting on March 27, 2019
- Endowment Report for November 2018 was presented: Ameriprise balance was \$ 291,138.96; Community Foundation of New Jersey (CFNJ) Newark Public Library Agency Endowed Fund balance was \$1,734,029.52.

**VIII. The board invited public comments:**

- Dorothea Moore, President of the Frances E.W. Harper Literary Society.
- Jorge Rodriguez, assistant director for Information Technology

**IX.** On a motion by T. Crist, seconded by J. Johnson, the board moved into Executive Session at 6:24 p.m.

**X.** Resolution to return to Public Session (T. Crist)

**XI.** Passage of resolutions discussed during executive session

- Personnel Resolutions

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- Moved by T. Alrutz, second by M. Rodriguez, voted and approved unanimously, that the Board ratifies the three year contracts (2018-2020) for Local 2298 and Local 68;
- Moved by T. Alrutz second by R. Steinbaum, voted and approved unanimously, that the Board approves 2.5% salary increase retro pay from January 1, 2018 for Local 2298
- Moved by T. Alrutz, second by M. Rodriguez, voted and approved unanimously, that the Board approves 2.5% salary retro pay from July 1, 2018 for Local 68 and \$250.00 one-time pay for January 1<sup>st</sup> – June 30, 2018.
- Moved by T. Alrutz, second by R. Steinbaum, voted and approved unanimously, that the Board approves 2% staff salary increases for Local 2298 and Local 68 effective January 2019.
- Moved by T. Alrutz, second by M. Rodriguez, voted and approved unanimously, that the Board approves 2.5% for 2018 and 2% for 2019 salary increases for nonunion staff.

**XII.** T. Crist announced that the next meeting would take place on Tuesday, March 27, 2019, at 5 p.m. in the 2<sup>nd</sup> floor boardroom at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:45 p.m.