



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, November 20, 2019 at 5:00 P.M. in the 3rd Floor Director's Office

Board members: Tom Alrutz, Tim Crist, Nicole Johnson (excused), Anasa Maat, Domingo Morel, Antoinette Richardson, Miguel Rodriguez, Rosemary Steinbaum, Lauren Wells

Call to Order: T. Crist called the meeting to order at 5:00pm and read the Open Public Meeting Act Statement

I. Roll Call and Attendance: T. Crist called the roll. Tom Alrutz, Tim Crist, Anasa Maat, Domingo Morel, Miguel Rodriguez, Rosemary Steinbaum, Lauren Wells, present, Nicole Johnson (excused)

II. Approval of Public Session Minutes of September 25, 2019, T. Crist solicited comments and corrections to the minutes, motion to approve made by L. Wells, seconded by A. Maat, unanimously approved.

III. Resolution – Appointment of Interim Director

Resolution to appoint Thomas Alrutz as Interim Director, at a weekly salary of \$3,000, with full authority for operations of the Library until such time as a new Director is appointed; moved by D. Morel, seconded by R. Steinbaum. T. Alrutz abstained from voting.

Tom Alrutz submitted his resignation as Treasurer of the Newark Public Library Board of Trustees to the Mayor's office.

IV. Director's Report

No director's report was given, however T. Alrutz will assess the library's situation on his first day as Director on November 21st.

V. President's Report

L. Wells set up a meeting with Mayor Baraka which took place on Monday, November 18th and lasted approximately 40 minutes. L. Wells, T. Crist, T. Richardson, T. Alrutz and S. Lazzari attended the meeting. Mayor Baraka's book club initiative, Newark Reads, was discussed. The Mayor was informed that T. Alrutz would be act as Interim Director while the search for a new director takes place. The Mayor was also made aware that L. Wells would chair the search committee for the new director. As the search for a new director begins, the Mayor would like to see that the new Director has the same forward vision for the library and that things continue in the way that they had been under the former director. T. Crist mentioned during the meeting that the budget for the library has more or less been flat since 2010. The City's capital allocation has benefited the library in different ways, including JBAAR and HRIC. Tom Alrutz mentioned that Mayor Baraka is pleased with the state of the library. T. Richardson



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referenced the fact the importance of community involvement and participation in the library was something the Mayor would like to see.

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

BILL SHEET #1292: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$725,023.35 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
September 6 th , 2019	\$ 244,469.42
September 20 th , 2019	\$ 233,080.06
Disbursement Activity	
Operating Account	\$ 219,244.89
Grant Account	\$ 28,228.98
Endowment Account	\$ 0.00
Total Disbursement for September 2019	\$ 725,023.35

T. Crist made the motion for approval of bill sheet #1292, seconded by L. Wells, approved unanimously by the board.

BILL SHEET #1293: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,072,438.25, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
October 4 th , 2019	\$ 228,944.19
October 18 th , 2019	\$ 230,212.32
Disbursement Activity	
Operating Account	\$ 322,792.62
Grant Account	\$ 290,195.12
Endowment Account	\$ 294.00
Total Disbursement for October 2019	\$ 1,072,438.25

T. Crist made the motion for approval of bill sheet #1293, seconded by M. Rodriguez and approved unanimously by the board.

VII. Development Committee Report: (r. Steinbaum)

- R. Steinbaum reported on the Fundraising Gala. As of November 20th, the total is \$185k which is 90% of the goal. The hope is that the silent auction will garner another \$10K.
- Library is preparing for an end-of-year appeal and hope to meet the goal of \$250k, which includes the Gala.
- Annual Philip Roth Lecture was very well executed. R. Steinbaum acknowledged K. Giardi and N. Sergejeff for the part they played to make it a success.

Ras J. Baraka
Mayor, City of Newark

Timothy J. Crist, Ph.D.
President, Board of Trustees

Jeffrey G. Trzeciak
Director, The Newark Public Library



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- Brianne Thompson-Martin of CCS Fundraising is assisting with the development activities of NPL, with a focus on efforts to boost individual giving.
- Grants received:
 - PNC Bank in the amount of \$24K to support programming for black history month celebration
 - NJ Department of Labor grant in the amount of \$95K which will be shared with La Casa Don Pedro for ESL classes

VIII. Operations Committee (*T. Alrutz*)

- Resolution authorizing the firm of BCA Watson Rice LLP to complete the Comprehensive Annual Financial Report for the period ending December 31, 2017, at a cost of \$22,000; moved by M. Rodriguez, seconded by L. Wells, and approved unanimously.
- It is hoped that NPL will be able to complete 2018 Audit in a timely fashion following the completion of the 2017 audit.
- Financial Reports for September 2019 and October 2019 were reviewed
- September report included the Library's request for an additional \$600,000 in the City's allocation to the Library. The City's budget was adopted in October without an increase for Library
- October report reflects the accurate amount without the requested \$600,000.
- No facilities report was given – T. Crist requested when a report is received if it can be distributed to the Trustees.

IX. Community Engagement Report – L. Wells

- Report deferred – Meeting with Mayor

X. No unfinished business

XI. New Business (T. Crist)

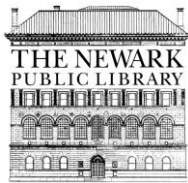
- Nominating Committee
 - T. Crist asked D. Morel to chair, with A. Maat and R. Steinbaum as members
- Director Search Committee
 - Committee members are L. Wells (chair), T. Alrutz, M. Rodriguez, T. Richardson, Marsha Brown, Nicole Johnson and Ingrid Betancourt

XII. The board invited public comments:

Comments were made by D. Moore, J. Rodriguez, G. Hawley

XIII. On a motion by T. Crist, seconded by M. Rodriguez, the board moved into Executive Session at 6:47 pm.

XIV. On a motion by L. Wells, seconded by D. Morel, the Board returned to public session at 7:10pm.



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XV. Personnel resolutions

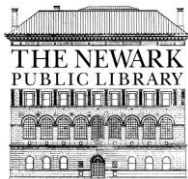
On a motion by R. Steinbaum, seconded by A. Maat, the Board ratified the following appointments and personnel actions recommended by the Director:

Name	Title	Change	Base Salary	Date
Yancey, Jacqueline	Library Assistant	Return from Leave (FMLA)	\$29,204	9/23/19
Scott, Spencer	Program Development Specialist Cultural and Heritage Affairs	Termination	\$156,825	9/30/19
Gable, Mary	Fundraiser	Leave of Absence (FMLA)	\$60,639	10/8/19
Julien, Avery	Building Maintenance Worker (Part-time)	Appointment Non-Competitive (Main Library)	\$15/hr.	10/15/19
Halley, Thyson	Program & Events Coordinator	Appointment Competitive (Development)	\$48,000	10/15/19
Royce, Eric	Data Processing Programmer Trainee	Appointment Non-Competitive (Victoria Technology Center)	\$32,500	10/15/19
Spied, Vinell	Branch Manager / Children's Librarian	Appointment Non-Competitive (Vailsburg Branch)	\$58,000	10/28/19
Colston, Dale	Librarian	Salary Increase	\$85,392	10/28/19
Ankner, Thomas	Librarian	Salary Increase	\$75,317	10/28/19
Franklin, Justin	Library Associate	Resignation	\$40,962	10/28/19
Neville, Lamar	Building Maintenance Worker (Part-time)	Resignation	\$15/hr.	10/31/19

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Hernandez, Luis	Senior Library Assistant	Leave of Absence (FMLA)	\$38,986	11/11/19
Trzeciak, Jeffrey	Director	Resignation	\$172,000	11/15/19

- XVI.** T. Crist announced that the next meeting would take place on Wednesday, January 22nd 2020, at 5 p.m. in the Director's Office – 3rd floor at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:15 p.m.

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