



# THE NEWARK PUBLIC LIBRARY

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

www.npl.org

## Board of Trustees Meeting Minutes

Wednesday July 25, 2018 at 5:00 P.M. in the 2<sup>nd</sup> Floor Board Room

Board members: Tom Alrutz, Tim Crist, Jeremy Johnson, Roger León (absent), Anasa Maat, Trish Morris-Yamba, Rosemary Steinbaum, Lauren Wells

Staff: Tom Ankner, Paula Baratta, Ingrid Betancourt, Leslie Colson, Kirsten Giardi, Diana Glover, George Hawley, Rod Jefferson, Rob Latz, Susan Lazzari, Jorge Rodriguez, Magaly Santiago, Jeffrey Trzeciak, George Williams

- I. **Call to Order, Roll Call:** Board Members present were Tom Alrutz, Tim Crist, Jeremy Johnson, Anasa Maat (joined at 5:03pm), Trish Morris-Yamba, Rosemary Steinbaum, Lauren Wells. Each staff member present briefly introduced themselves to Dr. Lauren Wells, the newest member of the board. Staff present included Tom Ankner, Paula Baratta, Ingrid Betancourt, Leslie Colson, Kirsten Giardi, Diana Glover, George Hawley, Rod Jefferson, Rob Latz, Susan Lazzari, Jorge Rodriguez, Magaly Santiago, Jeffrey Trzeciak and George Williams.
- II. **Approval of Public Session Minutes** of the June 7, 2018 rescheduled meeting – the minutes were accepted as approved on the motion of Tom Alrutz, seconded by Lauren Wells, with one correction: on page 3 of the minutes, the second bullet point under “b. Facilities update” mistakenly stated that the Request for Qualifications (RFQ) had been published. The RFQ has not been published. Bullet point was amended to state the following, in full: “The annex redevelopment opportunity was discussed.”
- III. **Correspondence** – none was offered.
- IV. **Director’s Report**
  - a. Appreciation of Heidi Cramer. Jeffrey publicly thanked Heidi Cramer (absent) for all the work she has done for NPL over the years and especially for smoothing Jeffrey’s transition into his new role as director.
  - b. Written reports. Jeffrey acknowledged that the director’s reports process had changed significantly since past meetings, and he would like to further explore the most effective way to report to the board. Tim asked that reports include details from the past two months. Rosemary added that an executive summary of what has been going on would be helpful.
  - c. Strategic Plan Update. Susan Lazzari, Branch Manager at Van Buren Branch and co-chair of the Strategic Plan Implementation Team, gave a presentation regarding progress being made towards the Strategic Direction “Nurture Newark’s Youth and Families.”
    - i. NPL recently was co-awarded a grant of \$400,000 from the State of NJ with Newark City of Learning Collaborative, that will go towards increased youth programming.
    - ii. It was reported that the Library gives out an average of 250 lunches each day during the summer.
    - iii. Public Schools outreach. As one of the goals under this strategic direction, the board discussed how the Library could help make further collaboration with the Newark Public Schools a reality. Rosemary asked that the Board distill this conversation and approach Superintendent León to discuss collaborations with the NPS. Lauren added it would be helpful to bring him a summary of the preexisting relationship the library has with each school in the district, if any.
  - d. Ad Hoc Community Engagement Committee. Tim suggested the Board create an Ad Hoc Community Engagement committee. Lauren Wells, Rosemary Steinbaum, and Anasa Maat (tentative) volunteered to be on the committee.

Ras J. Baraka  
Mayor, City of Newark

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

Jeffrey G. Trzeciak  
Director, The Newark Public Library

- e. Statistics. Jeffrey reported that the Friday Night Dance Parties were seeing up to 1,000 people each Friday. Rosemary challenged NPL to take advantage of this as a marketing opportunity. Tim requested that the Library begin keeping track of how many visits to the online digital archives we get. Tom asked Jeffrey to address the decline in circulation and new registrations.

V. **President’s Report** - Tim commended Jeremy on his presentation and conversation at the Library with Nell Painter regarding her new book *Old in Art School*.

VI. **Treasurer’s Report**

**BILL SHEET #1276: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$854,250.97 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:**

<b>Gross Payroll Activity</b>	
May 4, 2018	\$ 230,872.05
May 18, 2018	\$ 230,494.13
<b>Disbursement Activity</b>	
Operating Account	\$ 338,765.15
Grant Account	\$ 54,003.15
Endowment Account	\$ 116.49
<b>Total Disbursement for May 2018</b>	<b>\$ 854,250.97</b>

**BILL SHEET #1277: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,134,943.23 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:**

<b>Gross Payroll Activity</b>	
June 1, 2018	\$ 231,115.55
June 15, 2018	\$ 242,312.61
June 29, 2018	\$ 230,818.36
<b>Disbursement Activity</b>	
Operating Account	\$ 369,260.43
Grant Account	\$ 60,461.28
Endowment Account	\$ 975.00
<b>Total Disbursement for June 2018</b>	<b>\$1,134,943.23</b>

***Tom Alrutz motioned for approval of the bill sheets #1276 and #1277, seconded by Trish Morris-Yamba, and approved unanimously by the board. The comptroller, library director and board president signed the bill sheets.***

VII. **Development Committee Report - none**

VIII. **Operations Committee Report –**

- a. *Budget reports.* The board reviewed the budget and endowment reports for the previous two months. Jeffrey thanked Tom and Rod for their hard work on the budget reports.
- b. *Capital funds.* The City of Newark requires the Library to pay invoices for capital improvements up front and then request reimbursement. The NPLF agreed to establish a working capital fund of \$500,000 to assist with paying these upfront capital costs. The new Business Administrator Eric Pennington at City Hall has agreed to assist in streamlining the reimbursement process.
- c. *Buildings and Grounds.*
  - Solicitation for an ESCO to oversee and fund significant energy improvements for the Library is being made. A special meeting of the board may be scheduled soon to approve an ESCO.

- Library is waiting to hear from Panasonic regarding discounted HVAC equipment.
- Paulo Matos was selected as electrical contractor for installation of new lighting in JBAAR.

**IX. Unfinished Business – none**

**X. New Business** – On the motion of Tim Crist, seconded by Lauren Wells, the board passed the following resolution unanimously:

**RESOLUTION TO AMEND THE BY-LAWS TO CHANGE THE REGULAR MEETING TIME TO THE 4<sup>TH</sup> WEDNESDAY OF EVERY OTHER MONTH**

WHEREAS, the Board of Trustees of the Newark Public Library maintains a regular meeting schedule, as stated in the By-Laws, Article V, Section 1, declaring that “the regular meetings of the board shall be held at 5:00 p.m. on the fourth Tuesday of every other month (January, March, May, September and November) except for July when the meeting shall take place on the fourth Wednesday, but if it becomes evident that a quorum cannot be secured for a scheduled meeting, the president shall instruct the director to canvass the members of the board by telephone to determine whether they will consent to the rescheduling of the meeting; and if a majority give their consent, the meeting shall be rescheduled,”; and

WHEREAS, Board meetings historically have taken place on Wednesdays and were changed to Tuesdays to accommodate a temporary scheduling conflict; now,

THEREFORE, BE IT RESOLVED, that the Board of Trustees amends the By-Laws, Article V, Section 1., to state *in toto*, “The regular meetings of the board shall be held at 5:00 p.m. on the fourth Wednesday of every other month (January, March, May, September and November), but if it becomes evident that a quorum cannot be secured for a scheduled meeting, the president shall instruct the director to canvass the members of the board to determine whether they will consent to the rescheduling of the meeting; and if a majority give their consent, the meeting shall be rescheduled,” and that this new schedule become effective beginning in January 2019.

Signed,  
 Dr. Timothy J. Crist, President  
 Dr. Anasa Maat, Secretary

**XI. Public Comments – none**

**XII. Resolution to move into Executive Session was made by Tim Crist at 6:10 pm and seconded by Tom Alritz**

**XIII. Resolution to return to Public Session**

**XIV. Adjournment** – the board adjourned at 6:41 pm. The next meeting will take place on Tuesday September 25, 2018, at 5 pm in the second floor board room at 5 Washington Street, Newark NJ 07102.