



# 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, September 25, 2019 at 5:00 P.M. in the 3<sup>rd</sup> Floor Director's Office

Board members: Tom Alrutz, Tim Crist, Jeremy Johnson, Nicole Johnson, Anasa Maat, Domingo Morel, Miguel Rodriguez, Rosemary Steinbaum (excused), Lauren Wells  
Staff: Jeffrey Trzeciak

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

- I. Roll Call and Attendance:** T. Crist called the roll. Tom Alrutz, Tim Crist, Jeremy Johnson, Anasa Maat, Miguel Rodriguez, Rosemary Steinbaum (excused), Lauren Wells were all present. Domingo Morel joined at 5:17pm, Nicole Johnson joined at 5:31pm
- II. Approval of Public Session Minutes of July 24, 2019,** T. Crist solicited comments and corrections to the minutes, T. Alrutz noted that the time to return to public session was not readily visible, and once reviewed was determined to be in the wrong place, motion to approve made by T. Crist, seconded by A. Maat, unanimously approved once corrections are made.

### III. Director's Report

- J. Trzeciak Statistics Review:
  - Patron's visits, year to date, up 40.6%
    - The busiest locations are the Main branch followed by Springfield Branch
  - Card registrations, year to date, up 8.9%
    - Most registrations are at the Main Library and Springfield
    - This doesn't reflect the 38,000 students that will be receiving library cards
  - Public Catalog, year to date, down 14.6%
  - Digital searches are up 190%
  - Kanopy (streaming video service) is steadily increasing:
    - February 2019           560
    - March 2019             628
    - April 2019              637
    - May 2019                727
    - June 2019               750
    - July 2019               1166
    - August 2019            1165
  - WiFi logins are up 37%
  - Statewide Reference are basically flat, down 0.2%
  - New book purchases up 57% over last year
  - Catalog Department – 25% of books circulated, 2019 year to date is 35% which shows that books purchased are drawing interest

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- Patrons are perusing the displays and taking out books
- Computer use
  - Main up 26%
  - Branches up 2%
- Circulation
  - EBooks (audio/video streaming) up 33%
  - EMedia up 90%
  - Print at Main down 23%
  - Media at Main down 48%
- Recent Events
  - Flood at Main Library (August 28<sup>th</sup>, 2019 approximately 8:15pm)
    - Started in 3<sup>rd</sup> floor staff restroom (ruptured pipe)
    - Affected 3<sup>rd</sup>, 2<sup>nd</sup> and 1st floors
    - Approximately \$28,000 in damage which is covered by insurance which should be paid out in a few weeks
    - Library looking at installing water sensors which would alert security system if this happens again
  - Website downtime
    - Website is outsourced and the following issues have occurred
      - a. Frequent outages
      - b. Lack of response time
      - c. Metro library sent an IT to help get NPL sit up- D. Quintero role in getting a timely resolution is acknowledged
      - d. State Library charges for hosting the site, but the cost is less than what NPL was paying before.
  - Fire alarm at Main Library
    - Patron pulled alarm
      - a. Areas of the main building and service buildings don't hear the alarms
        - i. Investigating options for audible and visible alarms

#### IV. President's Report:

- T. Crist acknowledges J. Trzeciak's role in creating a partnership with Newark Public Schools which will result in issuing new library cards to students.



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

**BILL SHEET #1290:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,216,818.95 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
July 12, 2019	\$ 237,108.22
July 26, 2019	\$ 234,350.30
Disbursement Activity	
Operating Account	\$ 674,346.80
Grant Account	\$ 70,953.43
Endowment Account	\$ 60.20
<b>Total Disbursement for January 2019</b>	<b>\$ 1,216,818.95</b>

*T. Alrutz made the motion for approval of bill sheet #1290, seconded by T. Crist, approved unanimously by the board.*

**BILL SHEET #1291:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,321,759.72, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
August 9, 2019	\$ 238,335.27
August 23, 2019	\$ 232,321.28
Disbursement Activity	
Operating Account	\$ 311,141.43
Grant Account	\$ 338,547.70
Endowment Account	\$ 201,414.04
<b>Total Disbursement for August 2019</b>	<b>\$ 1,321,759.72</b>

*T. Alrutz made the motion for approval of bill sheet #1291, seconded by M. Rodriguez and approved unanimously by the board.*

## VI. Development Committee Report: (T. Crist)

- Deferred to November Meeting
- Gala will take place November 21<sup>st</sup>, 2019
  - Support from sponsors is off to a very strong start
- Philip Roth Lecture scheduled to take place on November 4<sup>th</sup>, 2019 - Sean Wilentz will be the guest lecturer.
- **Operations Committee** met on September 18<sup>th</sup>, 2019
- **Facilities Updates**
  - Rosemary Steinbaum will now be part of the Operations Committee for the buildings and grounds portion
  - T. Alrutz provided update on the following:
    1. Probe to determine structural integrity on Philip Roth room are due to be done, price will be based on results

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2. Air conditioning unit also based on result of probes
  3. Asbestos removal in progress
  4. Commerce Street sold by City and once completed, NPL will get a share of the proceeds
    - a. So far Commerce Street has not gone into closing yet
    - b. The contact person with the City who negotiated the sale is no longer in that position, information is not readily forthcoming
  5. Energy Saving Program – ESCO is still in process – talks with Prudential stalled until audit is complete.
  6. City Capital – J. Trzeciak has spoken with Ben Guzman about getting a new appropriation.
    - a. NJ Room
    - b. HRIC redesign and relocation
    - c. Roth room construction
    - d. Basement storage
    - e. Atrium restoration
    - f. Marble restoration – completed
  7. To date, the budget has not been received from the city
  8. T. Alrutz went over budget, grant, and endowment reports for July and August 2019.
- **Community Engagement** – First meeting held on September 20, 2019 (L. Wells, J. Trzeciak, T. Crist and M. Rodriguez)
    - Priority of community engagement based on past experience
      1. Evaluate partnerships to assess their impact beyond numbers and be able to link to the strategic plan ex. Partnership with NJPAC and Newark Public schools
      2. Communication about what’s happening at the library branches.
        - a. How are we communicating with the community?
        - b. Define our community as a whole and also the different communities that make up the whole
        - c. Review data and demographics around the branches
          - i. Engage the community to see what their interests are
      3. Conduct library tours and engage staff and community
      4. What does community engagement look like?
      5. Community Engagement Committee will meet 3<sup>rd</sup> Friday of every month

**VII.** The board invited public comments:  
Comments were made by D. Moore, J. Rodriguez and L. Kahn

**VIII.** On a motion by T. Crist, seconded by M. Rodriguez, the board moved into Executive Session at 6:47 p.m.

**IX.** On a motion by T. Crist, seconded by T. Alrutz, The Board returned to public session at 7:14pm

Personnel resolutions discussed during the executive session were approved.

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

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Change</u></b>	<b><u>Base Salary</u></b>	<b><u>Date</u></b>
Yancey, Jacqueline	Library Assistant	Leave of Absence (FMLA)	\$29,204	7/22/19
See, Heather	Literacy Program Coordinator	Resignation	\$66,000	8/5/19
Herrera, Ana	Librarian 1	Leave of Absence (FMLA)	\$55,723	8/5/19
Duncan, Onolee	Library Assistant	Appointment Non-Competitive (Children/Teen Rooms)	\$29,204	8/19/19
Franklin, Justin	Library Associate	Appointment Non-Competitive (Victoria Technology Center)	\$40,962	8/21/19
Novakovic, Michael	Data Processing Programmer	Resignation	\$38,635	8/24/19
Reyes, Gladys	Senior Library Assistant	Retirement	\$41,556	9/1/19
Rodriguez, Cianella	Payroll Clerk	Salary Increase	\$69,314	9/2/19
Card, Maisy	Librarian 2	Transfer to Part-Time (30 Hours)	\$24,358	9/3/19
Becker, Cynthia	Librarian 1	Resignation	\$55,723	9/6/19
Herrera, Ana	Librarian 1	Return from Leave (FMLA)	\$55,723	9/10/19
Arnold, Leala	Librarian 1	Salary Adjustment	\$55,628	9/16/19
Ayala, Juber	Librarian 1	Salary Adjustment	\$55,628	9/16/19
Blanding, Reginald	Librarian 1	Salary Adjustment	\$55,628	9/16/19
Gluck, Lena	Librarian 1	Salary Adjustment	\$55,628	9/16/19

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Paulus, Rachel	Librarian 1	Salary Adjustment	\$55,628	9/16/19
Tsekenis, Gus	Librarian 1	Salary Adjustment	\$55,628	9/16/19
White, Ayoola	Librarian 1	Salary Adjustment	\$55,628	9/16/19
Myricks, Isidra	Library Associate	Salary Increase	\$44,769	9/16/19

T. Crist announced that the next meeting would take place on Wednesday, November 20<sup>th</sup>, 2019, at 5 p.m. in the Director's Office – 3<sup>rd</sup> floor at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:15 p.m.

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