

THE NEWARK PUBLIC LIBRARY

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

Board of Trustees Meeting Agenda
Wednesday, January 22, 2020 at 5:00pm
3rd Floor Director's Office, 5 Washington Street, Newark, NJ 07102

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

I. Call to Order and Roll Call (T. Crist)

T. Crist took attendance, quorum established, meeting started at 5pm, Miguel Rodriguez arrived at 5:09 pm

II. Approval of Public Session Minutes of the November 20, 2019 meeting (T. Crist)

T. Crist inquired if there were any additions or corrections of Minutes of November 20th 2019 motion to approve, T. Crist 2nd by moved Anasa Maat, seconded by Rosemary Steinbaum, minutes approved by all

III. Nominating Committee Report (D. Morel)

D. Morel presented slate of officers for 2020 Newark Public Library Board of Trustees as follows:

President – Lauren Wells
Vice President – Anasa Maat
Secretary – Rosemary Steinbaum
Treasurer – Timothy Crist

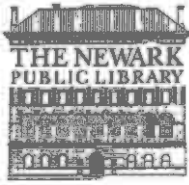
IV. Election of Officers (T. Crist)

Any other nominations? none, T. Crist asked for approval of this slate of officers, approved. Congratulations to Lauren and Thanks to Tim for his 10 years of serving.

V. Director's Report/Masterplan Presentation (T. Alrutz/T. Hotaling)

T. Alrutz Statistics Review: T. Alrutz provided updates on the various data regarding activity in the Main library as well as branches.

- Patron's visits 2019 up 33.7%
 - Main Library 471,986
 - Branches 183,123
655,109
 - Busiest locations: Main Library, Springfield, Van Buren
- Card registrations 2019 down 5.4% (school card registrations not yet implemented)
 - Most registrations: Main Library: 3,513, Van Buren: 1,098
 - Branches 52.1%, Main Library 47.9%, total registrations: 105,586
- Digital searches are up 160%
- WiFi logins are up 44%
- Statewide Reference up 0.1%



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- New book purchases up 60% over last year
- Library sponsored programs up 1.9%, Main Library up 33.3%
- Attendance up 8%, Main Library up 28.8%
- Community Sponsored programs down 13.3%, Main Library up 94%
- Attendance up 2.6%, Main Library up 24.3%
- Reference down 2.5%
- Computer use
 - Main up 21.4%
 - Branches up 13.9%
- Circulation down 8.3%
 - Elibrary up 44.8%
- Recent Events
 - November 15, 2019: J. Trzeciak last day
 - November 20, 2019: Board of Trustee Meeting
 - November 21, 2019: Gala
 - December 11, 2019: Friends Annual Meeting
 - December 18, 2019: 2020 public relations strategy meeting with Rosica
 - December 19, 2019: Mayor's Fireside Chat
 - December 20, 2019: Foundation Board Meeting (Future meeting report)
 - January 13 2020: Roth Lawyer and home visit
 - January 15, 2020: Development visit
 - January 16, 2020: Operations Committee Meeting
 - January 17, 2020: Staff Holiday Party
 - January 18, 2020: Martin Luther King Event
- Director's Priorities
 - Budget and Finance – Rod Jefferson
 - Development and Fundraising: Kirsten Giardi, CCS: Brianne Thompson-Martin
 - Facilities and Capital Project – George Williams
 - Library programs and services – Ingrid Betancourt (Special Collections) and Abby Sanner (Public Services Collections)
 - Capital Projects
 - Library Construction Bond - \$125MM bond
 - November 4, 2019 – Final regulations
 - January 6, 2020 – Solicitation
 - \$87.5 MM total awards
 - \$12.5 MM maximum amount towards any project
 - March 9, 2020 – April 6, 2020 – Applications due
 - March 25, 2020 – Next Board of Trustees meeting
- Master Plan – Ann Beha Architects, Lead Architect: Tom Hotaling
 - Tom Hotaling presented Master Plan and the different options that the Library is considering. Phase 1 is the submission to the State for funding.

VI. President's Report

- Deferred until March 25th, 2020 meeting

VII. Treasurer's Report

Ras J. Baraka
Mayor, City of Newark

Lauren Wells, Ph.D.
President, Board of Trustees

Thomas Alrutz
Interim Director, The Newark Public Library



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BILL SHEET #1294: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,330,517.15 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 1 st , 2019	\$ 224,386.19
November 15 th , 2019	\$ 223,535.32
November 30 th , 2019	\$ 230,342.00
Disbursement Activity	
Operating Account	\$ 500,075.68
Grant Account	\$ 152,007.96
Endowment Account	\$ 170.00
Total Disbursement for November 2019	\$ 1,330,517.15

T. Crist made the motion for approval of bill sheet #1294, seconded by D. Morel, approved unanimously by the board.

BILL SHEET #1295: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,221,690.66, 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 13 th , 2019	\$ 228,944.19
December 27 th , 2019	\$ 230,212.32
Disbursement Activity	
Operating Account	\$ 566,990.66
Grant Account	\$ 187,006.77
Endowment Account	\$ 8,536.70
Total Disbursement for December 2019	\$ 1,221,690.66

T. Crist made the motion for approval of bill sheet #1295, seconded by M. Rodriguez and approved unanimously by the board.

VIII. Development Committee Report (R. Steinbaum) (1:13:10 recording)

- Development Committee Minutes previously distributed highlights:
 - Gala successful - \$197k was raised
 - Total fundraising and year end giving - \$272k
 - Victoria Foundation Grant- Restores part time social worker, tutor help and homework assistance in branch libraries
 - Victoria Foundation also gave \$10k cost for the new director search
 - NJ Dept. of Labor grant shared with Casa Don Pedro received for ESL



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IX. Operations Committee Report (T. Alrutz)

- Operations committee update provided, revisions are still being done to accurately reflect the correct amount of deficit. Further discussions will take place during Executive Session.
- Facilities updates were provided for Main Library and branches
 - Heat problems persisted this winter at the and several branches
 - Wall at Weequahic falling down- work has to be done to replace wall
 - Prep work done for Philip Roth Room
 - Beginning to get started on plans for NJ room renovations
 - Basement compact storage
 - HRIC and VTC plans pending
 - HVAC work is almost completed and staff will be able to move back to the 4th floor by end of January.

X. Unfinished Business

- Search Committee (L. Wells)
 - Search committee interviewed Bradberry Miller and Associates in December; proposal was given. Library Strategy International will be interviewed. Library will make a decision by end of January and move forward with the search process

XI. New Business

- Committee Appointments: Committees to be formed and reformed
 - Operations
 - Agreed that Facilities and Finance be broken out as separate committees
 - T. Alrutz suggests that there should be two separate committees since there is so much activity around facilities and finance.
 - Development
 - Community Engagement Committee – Ad Hoc
 - HR Committee (further discussion needs to take place before final decision is made on whether HR should be advisory)

XII. The board invited public comments:

Comments were made by Dorothea Moore and Jorge Rodriguez

XIII. Resolution to move into Executive Session

On a motion by M. Rodriguez, seconded by N. Johnson, the board moved into Executive Session at 7:37pm.

XIV. On a motion by M. Rodriguez, seconded by D. Morel, the Board returned to public session at 8:31pm.



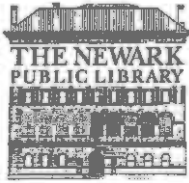
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XV. Passage of Resolutions discussed during Executive Session

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

<u>Name</u>	<u>Title</u>	<u>Change</u>	<u>Base Salary</u>	<u>Date</u>
Gable, Mary	Fundraiser	Leave of Absence (FMLA) (Development)	\$61,852	10/8/19
Grant, Alisha	Library Associate	Leave of Absence (FMLA) (JBAAR)	\$44,769	10/21/19
Lockhart, Kareem	Building Maintenance Worker	Leave of Absence (FMLA) (Maintenance)	\$29,788	11/4/19 Extension: 1/3/20
White, Alyssa	Library Associate	Appointment Competitive (North End)	\$40,962	11/25/19
Jones, Sandra	Supervising Library Assistant	Retirement (Springfield)	\$46,611	1/1/20
McDermott, Patricia	Systems Analyst	Retirement (VTC)	\$65,986	1/1/20
Grant, Alisha	Library Associate	Return from Leave (FMLA) (JBAAR)	\$44,769	1/6/20
Schwartz, Karl	Librarian 1	Appointment Non-Competitive (Van Buren)	\$56,740	1/6/20
Caines, Gennessy	Library Assistant	Appointment Non-Competitive (VTC)	\$29,788	1/6/20
Hernandez, Luis	Library Assistant	Return from Leave (FMLA) (Springfield)	\$39,766	1/7/20



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XVI. Adjournment

L. Wells announced that the next meeting would take place on Wednesday, March 25th 2020, at 5 p.m. in the Director's Office – 3rd floor at 5 Washington Street, Newark, NJ 07102. The board adjourned at 8:32pm