



# THE NEWARK PUBLIC LIBRARY

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

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Board of Trustees Meeting Agenda  
Wednesday, May 27, 2020 at 5:00pm  
Via Zoom Video Conference

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

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**I. Call to Order and Roll Call (L. Wells)**

L. Wells read the Open Public Meeting Act Statement was read, attendance taken and quorum established, meeting began at 5pm.

**II. Approval of Public Session Minutes January 22, 2020 meeting (L. Wells)**

L. Wells inquired if there were any amendments or revisions to Minutes of January 22<sup>nd</sup> 2020, none were given, L. Wells made motion to approve, M. Rodriguez moved, seconded by T. Crist, minutes approved by all.

**III. President's Report (L. Wells)**

L. Wells thanks library staff for the phenomenal work that has been done in the last two months to transplant programming from a physical space of the library to a whole new virtual world. The library staff has in the span of no time been able to do that virtually. It's a tremendous testament to the team that the Newark Public Library has and how everybody plays a part. A message from the Board President will be sent by email thanking the entire staff. NPL has created a library in the virtual space and people are actively interacting. Members of the Friend's group, and various community members have been submitting stories for virtual Story Time.

The library is moving forward with the Construction Bond grant application - this will be discussed in more detail in the Director's report.

The Board of Trustees expresses their condolences to T. Alrutz, Interim Director on the passing of his sister. The Board made a donation to the Newark Public Library in honor of his sister who passed away.

**IV. Director's Report (T. Alrutz)**

Programs - The Director's report begins with the middle of March instead January since the Library closed in March due to the coronavirus. NPL already had a robust website, that was underutilized but that could serve as a complete virtual library. With the Library being closed, NPL added more resources for children in school and more adult patrons and has pivoted to learn new social media marketing communication skills to reach the Newark community with important resources and virtual programming.



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The Library is delivering virtual programming via Facebook Live, YouTube, and Zoom. All the programs are recorded and rebroadcast on YouTube and other social media channels. From mid-March to May the library has delivered 165 programs with over 300,000 views, more than 400%. Instagram views which were very low are now up to 30,000 in a week. YouTube views moved from about 400 and doubled to 800 and Twitter views with some variation moved basically from 20,000 views up to 40,000.

Programs are also being broadcast in different languages such as Spanish and Portuguese. One of the largest viewed program is the American Sign Language class. People have opened up to all of the possibilities and things that can be done that were not that important and are now very important. We partnered with an organization that helped to look at what programs would be most amenable to promoting on Google.

Viewing was about 300,000 in 2018, 400,000 in 2019, just from March and April viewing is already at 300,000. That's a big audience and NPL is finding and adding to the library's power and knowing how to do so many things and pushing it out in a different way.

Reopening - NPL has begun to put measures in place to protect both the public and staff and discussion is still developing on how best to safeguard employees and the public before reopening. Once the library reopens, there will only be accommodating 25% capacity. NPL will try to be in sync with the libraries in Essex County and other parts of NJ.

The abatement work for asbestos at the main library, as part of the Philip Roth personal Library has begun.

Strategic Plan - Strategic plan 2018 to 2020 will be revised and updated.

## V. Treasurer's Report

**BILL SHEET #1296:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$866,503.73 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:



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Gross Payroll Activity	
January 10 <sup>th</sup> , 2020	\$ 229, 857.22
January 24 <sup>th</sup> , 2020	\$ 237, 172.02
Disbursement Activity	
Operating Account	\$ 168,581.27
Grant Account	\$ 214,148.64
Endowment Account	\$ 16,744.58
<b>Total Disbursement for January 2020</b>	<b>\$ 866,503.73</b>

*Once corrected - February 2020 to January 2020 – all 4 motions can be seconded*

**BILL SHEET #1297:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,038,575.31 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
February 7 <sup>th</sup> , 2020	\$ 240,194.65
February 21 <sup>st</sup> , 2020	\$ 244, 118.28
Disbursement Activity	
Operating Account	\$ 328,726.55
Grant Account	\$ 218,111.16
Endowment Account	\$ 7,424.67
<b>Total Disbursement for February 2020</b>	<b>\$ 1,038,575.31</b>

*Payroll activity dates need to be corrected*

**BILL SHEET #1298:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$975,212.59 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
March 6 <sup>th</sup> , 2020	\$ 223,072.76
March 20 <sup>th</sup> , 2020	\$ 219,797.81
Disbursement Activity	
Operating Account	\$ 264,768.79
Grant Account	\$ 266,253.23
Endowment Account	\$ 2,320.00
<b>Total Disbursement for March 2020</b>	<b>\$ 975,212.59</b>



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**BILL SHEET #1299:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 821,471.44, 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>	
April 3 <sup>rd</sup> , 2020	\$ 240,194.65
April 17 <sup>th</sup> , 2020	\$ 219,544.06
<b>Disbursement Activity</b>	
Operating Account	\$ 148,230.42
Grant Account	\$ 213,502.31
Endowment Account	\$ 00.00
<b>Total Disbursement for April 2020</b>	<b>\$ 821,471.44</b>

*T. Crist made the motion for approval of bill sheet #1296, #1297, #1298, and #1299 seconded by D. Morel and approved unanimously by the board.*

## VI. **Development Committee Report** (R. Steinbaum)

The Development Committee will focus on the library’s development plan, and keep the board informed about the libraries development plan. get reports from the Affinity Groups which brings the Library up to date.

T. Crist discussed The background and history of the Newark Public Library Foundation. The basic purpose is to raise capital funds, endowment gifts, and other monies exclusively to support the Newark Public Library in serving its public.

The Gala this year in November will in all likelihood be virtual. Discussions are ongoing on how a virtual gala can be held.

CCS, fundraising Consultants, featured some recommendations including a how to develop Library’s culture of philanthropy; how to position the foundation as the fundraising arm of the library and how to streamline the quarterly reporting from the foundation to the board.

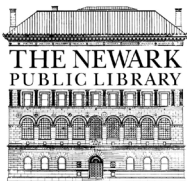
The Foundation has done a series of Zoom events focused around Philip Roth and the opening of the Philip Roth room in a year.

### Upcoming Events -

June 3<sup>rd</sup>: A Reading & Conversation with Ben Taylor- Ben Taylor published a book which is a short memoir of his friendship with Philip Roth. Discussion will be with Maureen Corrigan.

June 11<sup>th</sup> - Cultivation Zoom event aimed at potential donors to Roth room -Introduction and update on what's happening with the development of the Roth Room, the construction, building and realization of the Roth Room.

June 25<sup>th</sup> - Roth’s last novel was called Nemesis which was a story of a polio epidemic in Newark. The program called Nemesis is in the context of covid-19 with a panelist including an epidemiologist whose work is in Newark and a physician whose work is full



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time in covid-19 patients. There is also a lawyer that lived in Weequahic in the grip of an actual polio epidemic.

There was some discussion on the possibility of an opportunity for Friends of JBAAR and Friends of Roth to collaborate given that the book is in the context of covid-19 in Newark. R. Steinbaum and L. Wells discussed the possibility of having a conversation with the three affinity groups on the effects of Covid 19 on the Newark Community.

Annual Philip Roth Lecture will be September 30th, the speaker is Tracy Smith, Poet Laureate for the US for two years. Head of Creative Writing Program at Princeton.

### **VII. Finance Committee** (D. Morel)

Finance Committee met two times, the first time March 19th in the early stages of the pandemic and Friday May 22<sup>nd</sup>. D. Morel provided update on meeting discussions which mostly centered around Covid 19 and expenditures as a result of it, how it will impact the library, and PPP Payroll Protection Plan. T. Alrutz provided a detailed operating updates for January through April 2020. General Grant, and endowments reports were not available since they are cumulative, PPP update was also providing. T. Crist commends T. Alrutz and Finance staff for their diligence which resulted in the success of the library to get the PPP. 2020 Budget proposal was discussed and due to Covid 19, submission is on hold. Overall, Library is in good shape with its expenditures YTD.

### **VIII. Facilities Committee Report** (T. Crist)

Resolution was adopted by the Board in support of the library's application for an allocation from the State Library Construction Bond entitled the NJ Library Construction Bond Act.

Facilities Update - Weequahic - retaining wall replaced at Weequahic branch

Deferred maintenance done at Main, HVAC cleaning, filters, lights, ballasts replaced etc.

Panasonic project 4<sup>th</sup> floor project is nearly complete;

Master Plan – ABA is advising on appropriate next steps for reviewing master plans and identifying other projects for shared use of the space.

### **IX. Unfinished Business** (L. Wells)

Discussion regarding search process, additional conversation will take place in executive session and make decision on how to proceed.

### **X. New Business** (L. Wells)

Summer hours will be the same as 2019, will begin Memorial Day until Labor Day; Main and branches will be open late Wednesday evening; half day on Saturdays. – activities will continue to happen virtually outside of open hours, will continue to explore that, have a way to keep track of activities, actual open times (when we can open) will be limited – motion made to accept summer hours, T. Crist moves, seconded by R. Steinbaum. Approved by all.



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Strategic plan – Current plan 2018 -2020, now have to look 2021-2023, look to redoing the plan, there are no regulations on having a plan, but best practice is there should be a plan in place. Since the existing plan is viable. The new director should be involved even if it means that a plan is not in place by January 2021.

Board development - Discussion around trustee education can be tabled and discussed with new director.

## XI. Public comments

## XII. Resolution to move into Executive Session

On a motion by M. Rodriguez, seconded by A. Maat, the board moved into Executive Session at 7:27pm.

XIII. On a motion by M. Rodriguez, seconded by D. Morel, the Board returned to public session at 8:20pm.

## XIV. 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	1/23/20
Blackwell, Erica	Building Maintenance Worker (Full-time)	Promotion (Maintenance)	\$29,788	3/2/20
Capuano, James	Systems Analyst	Retirement (Reference)	\$101,125	4/1/20

1. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and VOTED ( N.S.)

## XV. Adjournment

L. Wells announced that the next meeting would take place on Wednesday, September 25<sup>th</sup> 2020, via ZOOM. The board adjourned at 8:23pm