



# 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, July 22, 2020 at 5:00 P.M. via Zoom Teleconference

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

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**Call to Order:** L. Wells called the meeting to order at 5:04m and read the Open Public Meeting Act Statement

**I. Roll Call and Attendance:** L. Wells called the roll. Tim Crist, Nicole Johnson, Domingo Morel, Antoinette Richardson, Rosemary Steinbaum, and Lauren Wells are present, Anasa Maat and Miguel Rodriguez were excused

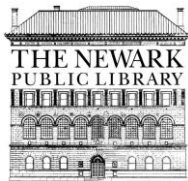
**II. Approval of Public Session Minutes of May 27, 2020 -** L. Wells solicited comments and corrections to the minutes, once corrected and deleted payroll activity dates that need to be corrected minutes will be accepted, on motion made by T. Crist, seconded by R. Steinbaum, unanimously approved.

**Approval of Emergency Special Meeting minutes of June 26, 2020 -** L. Wells solicited comments and corrections to the minutes for Special Emergency Session; no comments or corrections, on motion made by D. Morel, seconded by T. Crist, unanimously approved.

**III. President's report –** L. Wells – Thanks employees once again for all the great work that was done. Virtual programs are on the rise and the number of people watching has steadily risen; the Board acknowledges the passing of Debbie Green, Library employee of 32 years who passed away June 19<sup>th</sup>, 2020. The Board expressed condolences to her family and gratitude for her dedication to the library.

The role of the library in the public space has increased and the elevation of the library as an information hub has set the stage for transition. The new director will be in a position where the library is in a space that is programmatically and community centered. Thanks extended to Tom Alrutz for filling in and taking leadership. Tom focused on remedying challenges and supporting staff so that they are able to be as creative and innovative as they have been.

T, Crist suggest that a Motion of Thanks be made to Tom Alrutz for his role of support to the Library seconded by Domingo Morel. Motion made to thank Tom Alrutz publicly and put on the record the tremendous work done during a time that no one could have predicted.



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L. Wells – motion was made to offer position of Director of Newark Public Library to Joslyn Bowling Dixon. Motion to approve in the public record action taken on June 26<sup>th</sup> 2020, so moved by R. Steinbaum and seconded by T. Crist.

On motion of Domingo Morel seconded by Anasa Maat the Board voted to extend an offer to the Board's preferred candidate to assume the position of Director of the Library and to authorize the Board president and the search firm, LSI to extend an offer to the candidate; Tim Crist, Nicole Johnson, Anasa Maat, Domingo Morel, Antoinette Richardson, Miguel Rodriguez, Rosemary Steinbaum, Lauren Wells unanimously agreed.

A motion was made to offer Joslyn Bowling Dixon to serve as the Director of the Newark Public Library as of August 3<sup>rd</sup>, 2020 at a base salary of \$175,000 subject to an annual performance review, eligibility for pay performance, and salary increase and base compensation increase and such other items and conditions that are more fully covered in the offer letter dated June 30<sup>th</sup>, 2020 and accepted by Joslyn Bowling Dixon on June 30<sup>th</sup>, 2020. On motion of Antoinette Richardson and seconded by Nicole Johnson, the Board ratifies All in favor, Joslyn Bowling Dixon has been unanimously voted to serve as the Director.

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

Spanish programs aimed at Latinx Community

- Census was promoted by staff using zoom via Don de la Pedro, using zoom and Facebook, sign language interpreter was used
- NPL IT Dept. started advertising campaign reached over 10,000 people at a total cost to the library of \$6.00.
- Covid program, El Covid-19, designed for the Latino immigrants, both documented and undocumented was done in Spanish and J. Rodriguez from the IT department translated
- Fighting Invisibility in the Film industry, in 2 sessions led by Y. Lopez
- Story times were done in Spanish, La Sala presented regular story times in Spanish on Tuesdays and Thursdays for children from 4 to 9 years old. Community volunteers also participate
- NPL got 28,902 Facebook impressions in May and June alone
- Google has given NPL a grant for \$10K per month and NPL used \$9K in June and reached 53,000 people.
- Facebook advertising in one week increased by 35% reaching 35,357 views with a budget of \$100 per month
- Facebook impressions for May reached a total of 302,576 and June 230,363
- Initially, YouTube use was not high, but usage increased significantly. If we maintain our E category once things are back to normal we would see numbers continue to increase

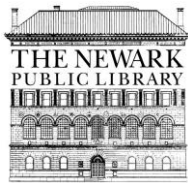
NCLC programs: GED and College Readiness

- May – 1 week 34, 476, 126,624, places and downloads
- 85,533, 423 views for the entire month of May

Ras J. Baraka  
Mayor, City of Newark

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

Joslyn Bowling Dixon  
Director, The Newark Public Library



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Library opening on a limited basis, grab and go with lunches, book pick up and drop off, requests for printing and curbside pickup, was planned for July 6<sup>th</sup>

Hazardous abatement was being done at Main, limited staff was to be allowed to enter the building the week of July 28<sup>th</sup>; the ceiling fell in stack 6 area which resulted in clean up being needed.

Main Library to begin curbside service on August 3<sup>rd</sup>. Plan is almost complete, but Main will retain 25% capacity will be the model used to determine access.

- Teen children special will not open, children under 12 cannot come unaccompanied.
- Masks required and staff temperature will be taken
- Opening plan will be shared once the draft is put into final form.

Strategic plan update: Abby Sanner and Leslie Kahn provided updates

## V. Treasurer's Report/Operations Committee Report: (T. Crist)

**BILL SHEET #1300:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,465,922.48 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
May 1 <sup>st</sup> , 2020	\$ 228,457.17
May 15 <sup>th</sup> , 2020	\$ 233,272.43
May 29 <sup>th</sup> , 2020	\$ 240,376.55
Disbursement Activity	
Operating Account	\$ 614,115.24
Grant Account	\$ 148,137.17
Endowment Account	\$ 1,563.92
<b>Total Disbursement for September 2019</b>	<b>\$ 1,465,922.48</b>

**BILL SHEET #1301:** the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,285,136.95, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
June 12 <sup>th</sup> , 2020	\$ 254,578.04
June 26 <sup>th</sup> , 2020	\$ 247,727.72
Disbursement Activity	
Operating Account	\$ 688,261.04
Grant Account	\$ 102,978.10
Endowment Account	\$ 592.05
<b>Total Disbursement for June 2020</b>	<b>\$ 1,285,136.95</b>

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*T. Crist made the motion for approval of bill sheet #1300 and #1301  
L. Wells called vote to approve bill sheet #1300 and Bill sheet #1301, seconded  
by R. Steinbaum and approved unanimously by the board.*

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

- Discussion took place on possibly doing a virtual Gala. Date for Gala will be flexible since Gala will be virtual. Date will be decided on and producer will be chosen.
- Fundraising aspect of Gala is being looked at ex. Giving tree, giving scroll is another possible option and that will be running during the gala, aspects of giving is still in discussion
- August 3<sup>rd</sup> - Meeting of representatives and colleagues among the Friends' groups and the Library Foundation, information sharing meeting asking friends' groups to participate in the work of library foundation.

## **VII. Facilities Committee (T. Crist)**

- Update on abatement of Roth Room and Centennial Hall and plans on setting up HVAC in Centennial Hall
- Next steps for Roth Room, contracts involved and subcontracts, questions asked and answers needed.
- Another Facilities committee meeting will be held to ratify certain contracts and a special board meeting will take place by end of July 2020. Meeting is to ensure that as NPL understand the bidding process and parameters and how sub-contractors are being selected. Further information will follow.

## **VIII. Finance Committee – (D. Morel)**

- PPP Plan and mid-year Budget Adjustment: PPP Plan 2.5MM was received for 8 weeks of support, the was program expanded by Federal Government to 24 weeks. ADP will be given funds for payroll. May report for wages and salaries shows no activity because it is under the PPP plan
- Budget, Grant Endowment Report – Updates provided and things are as expected for both May and June. Covid report shows PPP amount received. Ameriprise will be closed and will be used to fund needed expenditures. Bond has matured and only funds left in CFNJ.
- Accounts Payable 2017-2020 – Accounts payable ledger is usually behind, and once funds are received, ledger can be updated, the goal is to use available funds for accounts payable since the PPP program is helping to reduce the expense of payroll.



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- Audits for 2017, 2018, and 2019: There was a problem for 2016 which was resolved, but once Covid hit auditors were not able to come into the Library and do the necessary work. Audits still pending.
  - Roth Fund Endowment – Philip Roth Estate left \$2MM to the Newark Public Library for library materials, CFNJ transferred \$92,140 to the NPL account, this represents 4%
  - Linardakis Bequest and Endowment Designation- (D. Morel) The Newark Public Library Board of Trustees directs that the \$36,725 from the Estate of Robert Lindarkis be deposited in Newark Public Library's CFNJ account to create an endowment in the name of Lindarkis. D. Morel motion that a resolution be made, motion made by T. Crist and seconded by L. wells, approved by all
  - Endowment fund allocations- are being redone for years of 2017, 2018, 2019, and 2020
  - Policies of Local Public Contracts Law: It is the policy of the Newark Public Library Board of Trustees that all contracts over \$17,500 without a Qualified Purchasing Agent (QPA) or over \$44,000 with a QPA that require the bidding process must be presented by the Director to the appropriate Board committee for review and then to the Library Board for ratification; and it is also the policy that any contract over \$17,500 without a QPA or over \$44,000 with a QPA that does not require the bidding process ex. Library services, professional services, unspecifiable services, etc. must be presented to the Treasurer for review and then to the Library Board for ratification. Motion made by A. Richardson, and seconded by D. Morel, unanimously approved. Finance Committee will discuss aspects of bidding process in greater detail and the results will be presented at next board meeting
  - Bank Signature Resolution: Let it be resolved that the NPL board of trustees designates Board Treasurer Timothy Crist, Library Director Joslyn Bowling Dixon, Board Secretary, Rosemary Steinbaum, and Library Controller, Rodney Jefferson as signatories on all Newark Public Library financial accounts effective August 3<sup>rd</sup>, 2020, motion by T. Crist, seconded by R.Steinbaum. Approved by all

**IX. Ad hoc Philip Roth Committee** (*T. Crist*): Title transferred from Philip Roth Personal Library to the library and the library provides a commitment to complete work on Philip Roth Personal Library. Tim Crist acknowledged Tom Alrutz's role in finalizing an agreement between the Newark Public Library and the Roth Estate. Both library and estate were eager to have books and furniture removed from Roth's house in Connecticut, proceeds of sale will go to CFNJ to establish an endowment with the Library as sole beneficiary. Once ratified library will take title of all materials and furniture taken from Philip Roth's Connecticut home. The Board of Trustees for the Newark Public Library



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approve the terms and conditions of the agreement with the Philip Roth revocable living trust regarding the Philip Roth Personal Library, T. Crist made motion, seconded by R. Steinbaum. Approved by all, Ratified agreement with Trust

**X.** Unfinished business (*L. Wells*)- None

**XI.** New Business (*L. Wells*) - None

**XII.** The board invited public comments:  
Comments were made by J. Rodriguez

**XIII.** On a motion by L. Wells, seconded D. Morel, 2<sup>nd</sup> by R. Steinbaum, the board moved into Executive Session to consider personnel matters not to be discussed at 7:47 pm.

**XIV.** On a motion by N. Johnson, seconded by D. Morel, the Board returned to public session at 8:14pm.

**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:

<u>Name</u>	<u>Title</u>	<u>Change</u>	<u>Base Salary</u>	<u>Date</u>
Green, Deborah	Keyboarding Clerk 1	Death (US Documents)	\$40,901	6/19/20
Blanding, Josephine	Monitor	Resignation (Circulation)	\$15/hr	7/3/20
Harris, Nonique	Library Assistant	Transfer to Full-time (Technical Services)	\$29,788	7/6/20
Nazario, Tatiana	Monitor	Resignation (North End)	\$15/hr	7/16/20
Bowling-Dixon, Joslyn	Director	New Hire	\$175,000	8/3/20

**XVI.** L. Wells announced that the next meeting would take place on Wednesday, September 23<sup>rd</sup> 2020, at 5 p.m. via Zoom. The board adjourned at 8:15 p.m.

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