



THE NEWARK PUBLIC LIBRARY

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

www.npl.org

Board of Trustees Meeting Agenda

Wednesday, November 18, 2020 at 5:00pm via Zoom

Board members: Hassan Abdus-Sabur, Timothy Crist, Nicole Johnson, Anasa Maat, Domingo Morel, Antoinette Richardson, Miguel Rodriguez, Lauren Wells
Staff Present: Joslyn Bowling Dixon

- I. Call to Order – A quorum was established and L. Wells called the meeting to order at 5:00pm and read the Open Public Meeting Act Statement.
- II. Roll Call - L. Wells called the roll, - Hassan Abdus-Sabur, Timothy Crist, Nicole Johnson, Anasa Maat, Domingo Morel, Antoinette Richardson, Miguel Rodriguez, were all present, Rosemary Steinbaum –excused
- III. Presidents Report – L. Wells welcomed the newest member of the Board, Hassan Abdus-Sabur. Mr. Abdus-Sabur gave a brief introduction on his background, and what he hopes to bring to the Board.
- IV. Approval of Public Session Minutes of the September 23, 2020 meeting- L. Wells made motion to approve, moved by Anasa Maat and seconded by T. Crist, Minutes were approved by all.
- V. Director’s Report (J. Dixon)
Director Dixon presented highlights of happenings at the Newark Public Library and the staff standouts which included the following: Paul Volpe, Clinton Branch, who assisted parents with supplemental material of children who are home schooling; Aly Ross, Children’s Librarian at North End who created a Story Walk “; Springfield Branch staff: hosted New Horizon Community Charter School Hispanic Heritage Celebration to share virtually with families and stories about Hispanic Heritage and contributions of Hispanic American; partnered with Greater Newark Conservancy and attended pumpkin picking events story time and library card sign up; Harriet Tubman elementary school picked fresh vegetables from Harriet Tubman Garden, Partnered with LaMonica McIver to do a voter’s registration, provided forms in English and Spanish and provided assistance; Job fair, virtual SAT prep class, and community service opportunities for high school students; Anusha Bonsai – Coding club 8 classes 4 days a week for about 249 students; Hispanic Heritage Month – Most events led by Yesenia Lopez and Nadine Sergejeff.

Additionally, on the local and National Professional Engagement and Recognition Level:

- a. Springfield Branch Manager, Sharon Owens and Librarian, Keegan Fletcher were invited to be panelist in the Newark Public School Library Media Specialist Conference- They gave a presentation on online resources available at NPL.



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- b. Noelle Williams received a grant from the NJ Historical Commission for NJ Women Vote
 - i. Noelle Williams also did viral exhibition video on Black and Native American and Immigrant women’s voices.
- c. Yesenia Lopez featured as a Community Activist Hero in SOS Magazine, and honored as a community influencer and leader, and the NJHRSC were honored as Community Partners on NJ Gear Up’s FB page
- d. The NJ Historical Commission has awarded the Library a grant in support of the 2021 Black History Celebration exhibition “Black Power! 19th Century: Newark’s First African American Rebellion”
- e. Thyson Halley, Eric Royce and Jonathan Crowther were recognized for the exceptional work done to make the Mayor’s Fireside Chat a success
- f. Dir. Dixon was published and featured as a columnist in the November/December 2020 edition of *American Libraries magazine* in an article entitled “More Seats at the Table”.
- g. Dir. Dixon and Nadine Sergejeff were featured in the Star Ledger highlighting the construction of the Philip Roth Personal Library and the Library reopening.
- h. Phase 2.5 Reopening plan discussed but not written in stone with the rising Covid rates, further information with be provided at a later date. Touchless temperature check was added for patron entering the Library.
- i. Rutgers’s provided parking spots for 12 employees
- j. Dir. Dixon also began a collaboration with Rutgers University to create an Urban Library Institute
- k. Dir. Dixon was selected to serve on the Institute of Library and Museum Services Laura Bush 21st Century Librarian Program grant review board
- l. Library received a nomination for Senator Corey Booker’s IMLS 2021 National Meda for Museum and Library Service
- m. Statistical Data for September and October 2020 was presented, and even though patron in person visit was down, the digital content numbers have increased

VI. Treasurer’s Report (T. Crist)

BILL SHEET #1304: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$880,039.55 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
September 4 th	\$ 218,095.83
September 18 th	\$ 227,254.75
Disbursement Activity	



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Operating Account	\$ 315,766.35
Grant Account	\$ 116,947.59
Endowment Account	\$ 1,975.03
Total Disbursement for July 2020	\$ 880,039.55

BILL SHEET #1305: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 1,838,741.73, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
October 2 nd , 2020	\$ 215,308.98
October 16 th , 2020	\$ 232,035.39
October 30 th , 2020	\$ 218,376.03
Disbursement Activity	
Operating Account	\$ 565,516.91
Grant Account	\$ 607,485.43
Endowment Account	\$ 18.99
Total Disbursement for October 2020	\$ 1,838,741.73

T. Crist made the motion for approval of bill sheet #1304 for September 2020 and Bill sheet #1305 for October 2020, L. Wells called vote to approve bill sheet #1304 and Bill sheet #1305, moved by M. Rodriguez and seconded by A. Maat and approved unanimously by all.

VII. Development Committee Report (K. Giardi)

K. Giardi provided an update on the upcoming Gala and so far \$109,325.00 had been raised, software had been purchased to show thermometer that the amount is raising, and there is also a text to donate feature. Gala will also be streamed to Facebook live. The hope is that the virtual gala will generate some revenue streams that were not able to be accessed previously. The Silent Auction will begin live on Black Friday and will last until Wednesday, December 2nd and the winners will be announced at the Gala. Dir. Dixon referenced the State Construction Bond and even though the Library was not awarded the grant, there is a second round that will be coming up in January 2021. Further discussion will take place. There will be tours for the Board members of the Philip Roth Room and some dates were determined as possible dates.

VIII. Finance Committee Report (D. Morel)

Ras J. Baraka
Mayor, City of Newark

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

Joslyn Bowling Dixon
Director, The Newark Public Library



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Finance committee meetings as previously mentioned, are now taking place on a monthly basis, there has been a P-Card application submitted which if approved will help simplify the payment process, audits are still ongoing, budget approved and is level and given the current state of the economy, past due bills are now current. September and October 2020 there were certain unexpected expenses that shows higher expenses than expected. R. Jefferson explained that extended services or Covid related costs was the reason for the higher number, however going forward the projects were completed so the number won't be as high. The virtual IT needed certain software, facilities costs that were negotiated previously will be negotiated for 2021 and that will reduce the numbers. A separate account has been established for operating capital grants and endowment which make it easier to tract. L. Wells asked for an update on the current financial issue, Dir. Dixon reiterated that NPL is current however there is a \$1,000,000 back payment due to the State Pension Fund. D. Morel clarified that once the Audit is completed there will be a more accurate financial picture.

IX. Facilities Committee Report (T. Crist)

T. Crist present a resolution for fabrication of bookshelves for the Philip Roth room. Even though Hadley was not the lowest bid, they are the most experienced and will hire from Newark to do some of the labor work.

Discussion was had about the bidding process and the winner of bids understand that there should be opportunity presented to Newark businesses. The process for putting out proposals and the bid process is being utilized to ensure that as capital processes move forward that contractors will be using a fair best effort to hire minority and women based businesses. Process is methodically and emphasis on minority and disadvantage business.

- a. The Facilities Committee moves the following resolution: Resolved: The Board of Trustees of the Newark Public Library approves the \$441,726.38 contract with Hadley to fabricate the specialty exhibition display for the Phillip Roth Personal Library at the Main Library. L. Wells called for motion to approve, moved by T. Crist, seconded by M. Rodriguez, approved by all.
- b. On schedule with Philip Roth project, tour will be scheduled for Board to see where NPL is in the process and that schedule is on time.
 - i. Upgrades made due to requirements that were needed to complete the room and benefited the library as well ie. Electrical panel, and fire alarm panel
 - ii. Springfield Branch fence repaired
 - iii. Shawmut donated a significant amount of office furniture which will benefit the library

X. New Business

- a. 2021 Library Board meeting dates – moved by A. Maat, seconded by N. Johnson, approved by all



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- b. 2021 Holidays - Motion was made by moved by N. Johnson, seconded by M. Rodriguez, approved by all
- c. COVID-19 Staff Testing Policy - Dir. Dixon requests employees be required to be tested every 30 days – moved by N. Johnson and seconded by D. Morel, approved by all
- d. Update on nomination of Library Board of Trustees Officers - A. Richardson update will be forthcoming.
- e. Discussion: NPL Foundation Reporting to the Library Board of Trustees – will be tabled for another time due to R. Steinbaum’s absence

XI. Public Comments (L. Wells)

- a. Comments were made by J. Rodriguez

XII. Resolution to move into Executive Session – on the motion of N. Johnson, seconded by D. Morel the Board moves into Executive Session

XIII. Passage of Resolutions discussed during Executive Session (L. Wells)

- a. Personnel Resolutions

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

<u>Name</u>	<u>Title</u>	<u>Change</u>	<u>Base Salary</u>	<u>Date</u>
Giardi, Kirsten	Assistant Library Director	Provisional Appointment pending Open Competitive Examination (Development)	\$124,500	10/12/20
Quinones, Hector	Principal Library Assistant	Supervising Library Assistant Provisional/Salary Increase (Circulation)	\$44,236	10/12/20
People, Tanika	Clerk 1	Transfer/Salary Increase (Circulation)	\$34,571	10/26/20



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Guderian, Gregory	Library Associate	New Hire Appointment Non-Competitive (CCNJIC)	\$43,034	11/9/20
Yancey, Jacqueline	Library Assistant	Leave of Absence (Medical) (Springfield Branch)	\$29,788	11/9/20
Lopez, Yesenia	Librarian 3	Leave of Absence (FFCRA) (HRIC/Sala)	\$76,085	11/9/20
Seiden, Jane	Librarian 4	Promotion / Salary Increase (Reference)	\$75,345	11/9/20
Ankner, Thomas	Librarian 4	Promotion / Salary Increase (CCNJIC)	\$78,359	11/9/20
Malinowski, Monica	Librarian 4	Promotion / Salary Increase (Acquisitions)	\$75,315	11/9/20
Sergejeff, Nadine	Librarian 4	Promotion / Salary Increase (Special Collections)	\$80,500	11/9/20
Colston, Dale	Librarian 4	Promotion / Salary Increase (JBAAR)	\$88,842	11/9/20
Goodnough, Jonathan	Librarian 4	Promotion / Salary Increase (Catalog)	\$59,338	11/9/20
Coats, Anna	Assistant Library Director	Provisional Appointment pending Open	\$124,500	1/4/21

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		Competitive Examination (Public Services)		
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Moved by D. Morel, seconded by M. Rodriguez and approved by all, Personnel Resolutions were approved.

N. Johnson announced that the NJ Association of School Librarians has awarded Newark Board of Education Superintendent, Roger Leon with Administrator of the Year.

XIV. Adjournment

- a. Motion to adjourn made by M. Rodriguez and seconded by N. Johnson, the Newark Public Library Board of Trustees meeting is adjourned at 7:07pm

- b. Next Newark Public Library Board of Trustees meeting scheduled for January 27, 2021