



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 27, 2021 at 5:00pm via Zoom

Board members: Hassan Abdus-Sabur, Timothy Crist, Nicole Johnson, Anasa Maat, Domingo Morel, Antoinette Richardson, Rosemary Steinbaum, Miguel Rodriguez, Lauren Wells

Staff Present: Joslyn Bowling Dixon, Leadership Team

Guest: Jake Pine, L&M Partners

Call to Order – A quorum was established and L. Wells called the meeting to order at 5:01pm and read the Open Public Meeting Act Statement.

- I. **Roll Call** - L. Wells called the roll, - Hassan Abdus-Sabur joined at 5:07pm, Timothy Crist, Nicole Johnson, Anasa Maat, Domingo Morel, Rosemary Steinbaum, Antoinette Richardson joined at 5:03pm, Miguel Rodriguez, all were present
- II. **Approval of Public Session Minutes of the November 18, 2020 meeting**- L. Wells made motion to approve, moved by Miguel Rodriguez and seconded by Anasa Maat, Minutes were approved by all.
- III. **Approval of Public Session Minutes of the January 7, 20, 2021** Special meeting (L. Wells) – Correction in spelling of Hahne and Co made, motion to approve made by Miguel Rodriguez, seconded by Tim Crist and approved by all
- IV. **Nominating Committee Report/Election of Officers** – Antoinette Richardson chaired the nominating committee, Domingo Morel, Rosemary Steinbaum and Nicole Johnson were committee members and the following slate of officers was presented, there were no other nominations for any of the offices:

Lauren Wells – President
Domingo Morel – Vice President
Rosemary Steinbaum – Secretary
Timothy Crist – Treasurer

A motion was made by Miguel Rodriguez to approve the slate of officers mentioned above, motion was seconded by Anasa Maat and approved by all.

- V. **Presidents Report** – L. Wells welcomed everyone and thanked the Director and staff of The Newark Public Library for their flexibility and for adapting to the many challenges that were faced in 2020 and for their continued dedication to support library patrons. Director Dixon was acknowledged for her hard work and thinking about who and what we are going to be when we come out of this moment.



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VI. **Director's Report** (J. Dixon)

Director Dixon presented highlights of happenings at the Newark Public Library and the staff standouts. Director Dixon referenced the recognition received at the local, national and professional level as well:

- Staff standouts
 - Lena Gluck facilitated “Organizing for Change” panel
 - Fletcher Keegan coordinated a series of programs through SNAP-ED for the branch libraries
 - Special Collections – Dale Colston, in partnership with Friends of JBAAR, presented a program “Health in Wealth: Domestic Violence in the Age of Covid;
 - Dr, Anasa Ma’at led a candle opening ceremony at The Fourth Annual Kwanzaa celebration, and moderated a panel discussion centering on the principle of Ujamaa
 - Tom, Ankner, Beth Zak-Cohen and Greg Guderian are working on an exhibit marking the 70th anniversary of NPL’s New Jersey Room in 2021
 - Nadine Sergejeff, founding member of MentorNJ, co hosted “Adventures in Administration”
 - Beth Zac-Cohen was a featured presenter at the New Jersey Historic Conference, focusing on the 100th anniversary of women’s suffrage
 - Tom Ankner was invited to serve on Mayor Ras Baraka’s committee to plan for New Museum, chronicling local activism in Newark
 - Thyson Halley, Special Events Coordinator, Eric Royce and Jonathan Crowther helped make Mayor Baraka’s Fireside Chat a success
- Newark Public Library was awarded a Council for the Humanities award to create an oral history of the Covid-19 pandemic from the perspective of Newark’s young people
 - Sharon Owens will be leading the Children’s librarians and staff to collect stories and produce and exhibit
- The Newark Public Library received funding from PNC Bank Foundation in support of 2021 Black History Celebrations of African American History and culture
- Director Dixon Highlights:
 - Director Dixon is working with R. Jefferson and the Finance Department to continue to shrink the deficit
 - Presented virtual session to the International Network of Emerging Library Innovators of India and South Asia
 - Guest Speaker for the NJLA Emerging Leaders Program
 - Served in official capacity as American Library Association Councilor at Large at the annual ALA Midwinter Virtual Conference
 - Presented final report to Council of American Library Association Annual Virtual Midwinter Conference as co-chair of the Forward Together Working Group. As Chair, presiding over 6 ALA Council meetings and bi-monthly working meeting
- Library Statistics:

Statistical Data for November and December 2020 was presented, and even though in person patron visits continue to be low, the digital content numbers have increased as well as website searches and virtual programs



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VII. **Treasurer’s Report** (T. Crist) – T. Crist noted under disbursement activity, there are four different accounts operating, grant endowment and capital. Two different checking accounts were set up and allows for easier tracking.

BILL SHEET #1306: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$1,043,830.44 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 13 th	\$ 219, 689.71
November 27 th	\$ 226,904.43
Disbursement Activity	
Operating Account	\$ 221,316.12
Grant Account	\$ 39,299.36
Endowment Account	\$ 1,195.07
Capital Account	\$ 335,425.07
Total Disbursement for November 2020	\$ 1,043,830.44

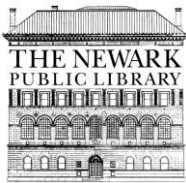
BILL SHEET #1307: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of \$ 653,604.35, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

Gross Payroll Activity	
December 11 th	\$ 228,012.68
December 25 th	\$ 218,645.25
Disbursement Activity	
Operating Account	\$ 169,871.99
Grant Account	\$ 36,824.78
Endowment Account	\$ 249.65
Capital Account	\$ 0
Total Disbursement for December 2020	\$ 653,604.35

T. Crist made the motion for approval of bill sheet #1306 for November 2020 and Bill sheet #1307 for December 2020, L. Wells called vote to approve bill sheet #1306 and Bill sheet #1307, moved by T. Crist and seconded by D. Morel and approved unanimously by all.

VIII. **Development Committee Report** (R. Steinbaum)

- There was a briefing on round two submission for the State Library Construction bond. Library leadership is examining various projects and prioritizing them in order to decide



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which projects will be submitted for consideration. The suggestion was made to itemize the projects and discuss they those particular projects were chosen

- Grants were reviewed and administrative costs were not previously built into the grant applications, however going forward 10% will be included for general and administration cost in each of the grant applications
- The following grants were received: \$200,000 in partnership with NCLC, New York City Learning Collaborate, \$75,000 from Victoria foundation, PNC gave NPL a grant for Black History Month programming
- The fundraising from the Gala as well as a filming fee bought in close to \$200,000
- R. Steinbaum suggested that in an effort to open communications between the NPL Board and the Foundation Board that the minutes from the Foundation Board meeting would be presented under the Development Committee report during the Board meeting. The Board will be kept abreast of the funds in the foundation on a quarterly basis, a financial statement can also be provided

IX. **Facilities Committee** (H. Abdus-Sabur)

- There were no significant issues with the branches; there has been no update on the city's capital bond which is a critical part of planning for capital improvements. Construction is continuing in centennial
- The fire alarm system has been redesigned
- Engineers reviewed the ventilation and circulation of air, estimates for system wide air quality improvements are forth coming
- The Commerce Street building has not been sold and NPL will continue to work with the City on the status of that building
- Discussion was had on the best use of the Roseville property and further discussion needs to take place
- G. Williams provided update on the Philip Roth Room. Inspections have been conducted and NPL continues moving forward
- J. Dixon discussed the possibility of touring the Commerce Street and Roseville locations to determine if they can possibly be used by NPL as other site locations. Further discussion will take place to determine the best course to take

X. **Finance Committee Report** (D. Morel)

- D. Morel provided updates for the months of November and December
- Monthly Finance meetings are taking place in an effort to continue reducing the deficit
- NPL is eligible to apply for another PPP loan. J. Dixon and R. Jefferson will meet to discuss the application process in order to be prepared once submission date is provided. However, because it will be the second time, the PPP amount will probably be lower. T. Crist provided clarification that the PPP is a loan which turns into a grant if the criteria remains the same during the period of time
- The Audits are moving at a slower than expected rate and the director will look into why it is taking so long to complete
- The Budget for the year will be presented at the March meeting



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XI. Unfinished Business (L. Wells)

- Jake Pine, L&M Partners, provided further information on what it would look like if the library were to utilize the Hahne's location.
- Board members expressed concern about the community utilizing the space since there was no input solicited from them. The concern by the Board is whether costs to utilize the Hahne building will be well spent given the financial climate of the library. The consensus is that there needs to be a plan put in place for community outreach to see if this would be a viable plan for NPL to move forward with. To that end an ad hoc committee will be formed and further discussion will be had.
- J. Dixon provided update on the 2021 Strategic Plan which will be prepared by Gail Johnson, Face to Face Communications. The Board asked that more information be provided at the March meeting in order to continue going forward with the Strategic Plan.

XII. New Business

- Committee Appointments (L. Wells)
 - Finance Committee: Domingo Morel – Chair
 - Timothy Crist
 - Lauren Wells
 - Development Committee: Rosemary Steinbaum – Chair
 - Anasa Maat
 - Miguel Rodriguez
 - Facilities Committee: Hassan Abdus-Sabur - Chair
 - Timothy Crist
 - Antoinette Richardson
 - Lauren Wells
 - Personnel and Policy Committee: Antoinette Richardson – Chair
 - Nicole Johnson
 - Lauren Wells
- Policy (J. Dixon)
 - An updated Newark Public Library Code of Behavior was presented. Further discussion needs to be had before the policy is approved.

XIII. Public Comments (L. Wells)

- Comments were made by J. Rodriguez

XIV. Resolution to move into Executive Session – on the motion of M. Rodriguez, seconded by A. Maat, the Board moves into Executive Session at 7:03pm

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

- Personnel Resolutions

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



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<u>Name</u>	<u>Title</u>	<u>Change</u>	<u>Base Salary</u>	<u>Date</u>
Castillo, Rafael	Monitor	New Hire Appointment Non-Competitive (Circulation)	\$15.61/hr.	11/17/20
Williams, Mabel	Librarian 2	Leave of Absence (FMLA)	\$58,728	11/23/20
White, Ayoola	Librarian 1	Resignation	\$56,741	12/4/20
Ramos, Andrea	Monitor	New Hire Appointment Non-Competitive (Periodicals)	\$15.61/hr.	12/7/20
Paulus, Rachel	Librarian 1	Resignation	\$56,741	12/11/20
Avery, Julien	Building Maintenance Worker PT	Resignation	\$15.30/hr	12/18/20
Singleton, Lawrence	Library Assistant	Retirement	\$29,790	1/1/21
Capel, Allison	Library Associate	Retirement	44,769	1/1/21
Williams, Mabel	Librarian 2	Retirement	\$58,728	1/1/21
Lopez, Yesenia	Librarian 3	Extended Leave of Absence (FFCRA) (HRIC/Sala)	\$76,085	1/4/21
Rogers, Dejahne	Budget Examiner	New Hire Appointment Non-Competitive (Finance)	\$45,000	1/4/21
Yancey, Jacqueline	Library Assistant	Return from Leave (FMLA)	\$29,788	1/4/21

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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Schwartz, Karl	Librarian 1 (Branch Manager)	Salary Increase	\$58,000	1/4/21
Myricks, Isidra	Library Associate	Resignation	\$45,664	1/15/21
Quintero, Diego	Data Processing Programmer	Salary Increase (IT)	\$55,000	1/18/21
Crowther, Jonathan	Data Processing Programmer	Conversion Title (IT)	\$40,000	1/18/21
Royce, Eric	Data Processing Programmer	Conversion Title (IT)	\$40,000	1/18/21
Dodd, Amber	Building Maintenance Worker	Transfer/Salary Increase (Maintenance)	\$29,788	1/25/21
Alexander, Jahid	Building Maintenance Worker	New Hire Appointment Non- Competitive (Maintenance)	\$29,788	1/25/21
Haskins, Anija	Library Associate	New Hire Appointment Non- Competitive (Weequahic)	\$41,781	1/25/21

Onn the motion of M. Rodriguez, seconded by D. Morel and approved by all, Personnel Resolutions were approved.

XVI. Adjournment

- Motion to adjourn made by M. Rodriguez and seconded by D. Morel, the Newark Public Library Board of Trustees meeting is adjourned at 8:07pm
- Next Newark Public Library Board of Trustees meeting scheduled for March 24, 2021

Ras J. Baraka
Mayor, City of Newark

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

Joslyn Bowling Dixon
Director, The Newark Public Library