

**THE NEWARK PUBLIC LIBRARY
5 WASHINGTON STREET
NEWARK, NEW JERSEY**

**MINUTES OF THE BOARD OF TRUSTEES MEETING
JULY 27, 2022, 5:00 P.M.**

BOARD MEMBERS:

Lauren Wells	President/Chair
Domingo Morel	Vice-President
Hassan Abdus-Sabur	Trustee
Timothy Crist	Treasurer
Antoinette Richardson	Trustee
Rosemary Steinbaum	Secretary

ABSENT:

Anasa Maat	Trustee
Miguel Rodriguez	Trustee
Nicole Johnson	Trustee

STAFF:

Joslyn Bowling Dixon	Director
Anna Coats	Assistant Director, Public Services
George Williams	Assistant Director, Capital Planning, Facilities & Security
Leslie Colson	Head of Human Resources
Zuhare Meri	Superintendent
Ingrid Betancourt	Assistant Director, Special Service
Jacqueline Jones	Security
Diego Quintero	Head of IT
Kirsten Giardi	Assistant Director, Development
Annecy Webb	Executive Administrative Assistant to the Director

Minutes prepared by Cassidy Civiero from Minutes Solutions Inc. from an audio recording.

1. CALL TO ORDER

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, L. Wells called the meeting to order at 5:06 p.m.

2. APPROVAL OF PREVIOUS MINUTES

On a motion made by D. Morel, seconded by T. Crist, it was resolved to approve the Public Session minutes dated May 25, 2022. Motion carried.

3. PRESIDENT'S REPORT

L. Wells provided a brief President's Report. She thanked the staff for their work on all the events that took place since the last meeting.

4. DIRECTOR'S REPORT

J. Dixon recognized the effort of Board members who have served for several years. The summer issue of Jersey Magazine mentioned the work of NPL during the pandemic. There was a ribbon cutting for the Makers Space. The NPL has been taking on new partnerships and classes have resumed.

5. TREASURER'S REPORT

T. Crist stated that there were two cash activity reports to review and approve:

Bill Sheet 1324, May 2022

The below invoices for books, binding, incidentals, and payroll were certified as correct by the Library Director and presented for examination and approval:

Gross Payroll Activity	
May 13	\$ 230,740.10
May 27	\$ 244,573.08
Disbursement Activity	
Operating Account	\$ 197,221.74
Grant Account	\$ 33,289.83
Endowment Account	\$ 38,804.28
Capital Account	\$ 59,500.00
Total Disbursement for May 2022	\$744,629.03

Bill Sheet 1325, June 2022

The following invoices for books, binding, incidentals, and payroll were certified as correct by the Library Director and presented for examination and approval:

Gross Payroll Activity	
June 10	\$ 244,157.22
June 24	\$ 244,925.36
Disbursement Activity	
Operating Account	\$ 416,333.86
Grant Account	\$ 117,075.88
Endowment Account	\$ 5,509.60
Capital Account	\$ 0.00
Total Disbursement for June 2022	\$ 1,028,001.92

On a motion made by T. Crist, seconded by R. Steinbaum, it was resolved to approve Bill Sheets 1324 and 1325 for May and June, 2022, respectively. Motion carried.

6. COMMITTEE REPORTS

Development Committee: R. Steinbaum presented the report. The Development Committee met on June 9, 2022. The teacher's event in June, 2022, was successful in recruiting new ambassadors for the library. The NPL is running a citywide youth prose writing contest, in partnership with the New Jersey Performing Arts Centre (NJPAC). This year's Philip Roth Lecture will be held on November 18, 2022, at NJPAC. There will be a progress report on the gala for the next Board meeting. There is a consultant working on a project to expand and diversify NPL's funding base.

Facilities Committee: T. Crist presented the report. The Facilities Committee met on July 18, 2022. There have been community listening sessions for the Clinton Branch. The HRIC process will soon kickoff with staff. The main library façade repair is underway and lighting options are being discussed with Lightcraft. Lighting options were presented to the Board.

The chimney at the main library is cracked, and this presents a safety issue as it could fall. Repairs are projected between \$148,000 and \$250,000. An inspection must be performed to determine the severity of the damage. The inlay is deteriorating, and repairs should be performed before winter of 2022. A brick-and-mortar issue is expected to cost \$7,000.

There is a trip hazard at the North End Branch, as the sidewalk is raised. The planters at North End are very heavy and are currently leaning; there is concern that they could fall. The stairs could be rebuilt with pressure-treated wood at a cost of roughly \$7,500. There are also estimates being obtained for the emergency door issue.

The architect for HRIC has been meeting with staff members to discuss design. There is a working group comprised of staff members from each department. The city intended to sell the building at 34 Commerce Street, and NPL applied for the state construction bond for the property.

Finance Committee: D. Morel presented the report. The Finance Committee met on June 15, 2022, and July 20, 2022. Comptroller R. Jefferson resigned in June, 2022, and a transition plan is being discussed with J. Dixon. There are no concerns at this time with the general operating summary, grant reports, or endowment reports. Changes in categorization and reporting for the accounts are forthcoming. Monthly trends will be captured more accurately to anticipate expenses to the end of the year.

Personnel and Policy Committee: A. Richardson presented the report. The Personnel and Policy Committee met on July 14, 2022. The Director's evaluation process consists of a staff survey and evaluation framework. A comprehensive list of employee actions was discussed, including off-boarding and suspensions. There were discussions on transitioning to a four-day, 35-hour work week. There is a harm reduction and NARCAN distribution initiative. Overdose Awareness Day is August 31, 2022. NPL is participating in the Summer Youth Employment Program.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

FY22 Legislative Grant:

On a motion made by D. Morel, seconded by A. Richardson, it was resolved to apply for, accept, and administer the \$200,000 from the New Jersey Department of Community Affairs for the FY22 Legislative Grant in partnership with NCLC, for college and career readiness for Newark students. Motion carried.

A. Richardson requested an overview of goals for use of the grant from last year.

Resignation and Separation Agreement:

On a motion made by A. Richardson, seconded by D. Morel, it was resolved to add the resignation of J. Dixon and acceptance of the separation agreement to the items included in Executive Session. Motion carried.

9. PUBLIC COMMENTS

The public comment statement was read. There were no public comments.

10. MOVE INTO EXECUTIVE SESSION

On a motion made by R. Steinbaum, seconded by H. Abdus-Sabur, it was resolved that the Newark Public Library Board of Trustees move into Executive Session. Motion carried.

11. PASSAGE OF RESOLUTIONS DISCUSSED DURING EXECUTIVE SESSION

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>
Gable, Mary	Fundraiser	Resignation (Development)	\$68,798	6/3/22
Montague, Jamisha	Monitor	Resignation (CCNJIC)	\$15.61hr.	6/11/22
Delgardio, Candice	Librarian 1	New Hire (LGBTQ/Reference)	\$59,032	6/20/22
Sanchez, Jose	Building Maintenance Worker	New Hire (Maintenance)	\$30,991	6/20/22

Jefferson, Rod	Comptroller	Resignation (Finance)	\$126,000	6/24/22
Little, Scharron	Interim Comptroller	Salary Increase (Finance)	\$129,530	7/5/22
Thornton, Sabrina	Monitor	Title Change/Transfer (CCNJIC)	\$15.61hr.	7/5/22
Rosario, Michelle	Librarian 1	Resignation (North End Branch)	\$59,032	7/22/22
Castaldo, Vanessa	Librarian 1/ Archivist	New Hire (CCNJIC)	\$59,032	7/25/22

On a motion made by D. Morel, seconded by A. Richardson, it was resolved to approve the Personnel Resolutions for July 27, 2022. Motion carried.

Director Resignation

On a motion made by D. Morel, seconded by A. Richardson, it was resolved to accept the resignation of J. Dixon as Director of NPL and approve the separation agreement signed by her on July 25, 2022. Motion carried.

12. ADJOURNMENT

The next meeting is scheduled for Wednesday, September 28, 2022.

On a motion made by A. Richardson, seconded by D. Morel, it was resolved to adjourn the meeting at 7:04 p.m. Motion carried unanimously.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the Board of Trustees. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Lauren Wells, President

Joslyn Bowling Dixon, Director

Date

Date