

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2022, 5:00 P.M.**

BOARD MEMBERS:

Lauren Wells	President/Chair
Domingo Morel	Vice President
Anasa Maat	Trustee
Hassan Abdus-Sabur	Trustee
Timothy Crist	Treasurer
Rosemary Steinbaum	Secretary
Nicole Johnson	Trustee
Miguel Rodriguez	Trustee

STAFF:

Ingrid Betancourt	Interim Director
Anna Coats	Assistant Director, Public Services
Dale Colston	Assistant Director, Special Collections1
George Williams	Assistant Director, Capital Planning, Facilities & Security
Jacqueline Jones	Security
Annecy Webb	Executive Administrative Assistant to the Director

ABSENT:

Antoinette Richardson	Trustee
Diego Quintero	Head of IT
Leslie Colson	Head of Human Resources
Zuhare Meri	Superintendent
Kirsten Giardi	Assistant Director, Development

Minutes prepared by Jolene de Jager 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 5:02p.m.

2. APPROVAL OF PREVIOUS MINUTES

On a motion duly made, it was resolved to approve the Public Session minutes dated September 28, 2022. Motion carried.

On a motion duly made, it was resolved to approve the Special Meeting minutes dated October 17, 2022. Motion carried.

3. DIRECTOR'S REPORT

I. Betancourt provided an overview of the main areas focusing on the first stage, where the goal was to create and sustain a safe and inviting space at the library. In terms of staff, screening initiatives focused on a facility assessment of the system's infrastructure repair and maintenance needs and costs. She pointed out that planning and prioritizing resources and limited funding were followed. I. Betancourt added that conversations with the Newark Public schools were held to seek counsel around the project and explore partnership possibilities.

I. Betancourt reported that an energy-saving and efficiency upgrades program would focus on the branch libraries by upgrading the lighting and HVAC systems. The fire alarm system must be upgraded, and multiple vendors have bid for this project. She noted that the leadership team has been focusing on the Human Resources department and the requisition of a new HR module ADP comprehensive service. They were recruiting resources that would streamline processes and manually improve operations and efficiencies throughout the system.

I. Betancourt added that general staff wellness was another focus point and that the first NPL Staff Wellness Day would be scheduled for January 2023. This would include working with different staff members to help them make healthy lifestyle choices and manage stress. She noted that the current funding sources and financial practices were evaluated, and an initial build to develop dynamic relationships with the city policy was launched.

The Committee reported that 3,000 books would be rolled out for elementary school students and 500 books for middle and high school students.

D. Colston presented the Special Collections Division Bridgeplan, which comprised five departments. Special Collections completed staff training and development, with a series of hour-long videos introducing many strategies and techniques. The Board requested that former Special Collection Director I. Betancourt could arrange for staff to participate in free workshops to assist with exhibit preparation, planning, and execution. Special Collections also strengthened community partnerships and increased library usage among underserved patrons.

Special Collections would focus on collaborating with young adult services colleagues in the many areas of Special Collections. Secondly, it would strengthen partnerships by collaborating with local universities and businesses and would fill the vacancy in Special Collections of fine art to continue to educate library patrons, assist researchers, and share the art collection.

The Board questioned whether there could be a computer-based system for reporting incidents in the library. The Board requested regular staff training. Security responded that dates had been set up for training for other areas of the library, maintenance, and IT.

4. **TREASURER’S REPORT**

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

Bill Sheet 1328, September, 2022

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

Gross Payroll Activity	
September 2	\$ 234,628.52
September 16	\$ 235,088.49
September 30	\$ 235,716
Disbursement Activity	
Operating Account	\$ 458,394.93
Grant Account	\$ 27,745.61
Endowment Account	\$ 56,857.96
Capital Account	\$ 0.00
Total Disbursement for September, 2022	\$1,248,431.51

Bill Sheet 1329, October, 2022

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

Gross Payroll Activity	
October 14	\$ 240,518.25
October 28	\$ 237,861.62
Disbursement Activity	
Operating Account	\$ 309,590.44
Grant Account	\$ 35,070.53
Endowment Account	\$ 7,202.88
Capital Account	\$ 0.00
Total Disbursement for October, 2022	\$ 830,243.72

On a motion made by T. Crist, seconded by A. Maat, it was resolved to approve Bill Sheets 1328 and 1329 for September, and October, 2022, respectively. Motion carried.

5. **COMMITTEE REPORTS**

Development Committee: R. Steinbaum reported the gala details, noted that there would be a holiday market, and urged everyone to attend. She added that the NPL ambassadors were busy networking the event.

Facilities Committee: T. Crist presented the report. The Facilities Committee met on September 14, 2022. He highlighted issues, including the next steps of the assessment plan.

Finance Committee: D. Morel presented the report for the September, 2022, general operating summary. The Finance Committee met on October 19, 2022. He noted that completing the audit was very important and that an updated budget and unexpected expenses were discussed.

Personnel and Policy Committee: L. Wells presented the report. The Personnel and Policy Committee met on November 10, 2022, and discussed the overtime and compensatory time policy. The policy would govern the use of the library, which has existed since 1992. She added that the employee handbook and evacuation policy were being reviewed for 2023. In terms of personnel, there was an update regarding internal job postings, recent interviews, and open vacancies. The Board agreed to defer this policy until the next meeting. The current library rules were outstanding and impacted the financials.

Director Search Committee: A. Richardson reported that the results of the stakeholder interview were shared with a subset of the Search Committee. She added that updating and revising the job description was in process and would be transmitted over the following weeks. The Committee requested to release the process and cost of obtaining a new director to the general staff.

6. **OLD BUSINESS**

There was no old business to discuss.

7. **NEW BUSINESS**

There was no new business to discuss.

8. **PUBLIC COMMENTS**

The public comment statement was read. The Board reminded NPL staff were allowed to comment or ask questions in this section along with the public.

9. **MOVE INTO EXECUTIVE SESSION**

On a motion made by N. Johnson, seconded by M. Rodriguez, it was resolved that the Newark Public Library Board of Trustees move into Executive Session. Motion carried.

10. PASSAGE OF RESOLUTIONS DISCUSSED DURING EXECUTIVE SESSION

Personnel Resolutions

Per the bylaws, Article VII, Section 1, it was recommended that the Board ratify the following appointments and personnel actions:

Name	Title	Change	Base Salary	Date
Rackley, Damoni	Data Processing Programmer	Title Conversion	\$42,864	9/27/22
Rodriguez, Ranssel	Clerk 1	Resignation	\$41,728	10/6/22
Reyes, Michelle	Library Page	New Hire (Springfield Branch)	\$16.24	10/13/22
Morale-Ramirez, Griselda	Library Page	New Hire (Van Buren Branch)	\$16.24	10/18/22
Nazario, Tatiana	Library Associate	Title Change/Salary Increase (Facilities)	\$43,469	11/7/22
Lopez, Yesenia	Librarian 4	Promotion/Salary Increase	\$83,752	11/7/22
Wilson, Dana	Grant Writer/External Communications Specialist	New Hire (Development)	\$80,000	11/14/22

On a motion made by D. Morel, seconded by M. Rodriguez, it was resolved to approve the Personnel Resolutions for November 16, 2022. Motion carried.

11. ADJOURNMENT

The next meeting is scheduled for January 25, 2023.

On a motion made by D. Morel, seconded by M. Rodriguez, it was resolved to adjourn the meeting at 7:32 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. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Lauren Wells, President

Ingrid Betancourt, Interim Director

Date

Date