

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

**MINUTES OF THE BOARD OF TRUSTEES MEETING
DECEMBER 5, 2024, 5:00 P.M.**

MEMBERS:

Lauren Wells	President/Chair
Rosemary Steinbaum	Secretary
Jason Ballard	Treasurer
Robert J. Austin II	Trustee
Havier Nazario	Trustee

STAFF:

Christian Zabriskie	Director
Anna Coats	Assistant Director, Public Services.
Scharron Little	Interim Director, Finance
Zuhare Meri	Building Superintendent
George Williams	Assistant Director, Capital Planning

GUESTS:

Vanessa McGee	Project Manager; Libraries Without Borders U;S. (until 6:35 p;m.)
Nina Safane	Executive Director, Libraries Without Borders U.S. (until 6:35 p.m.)

ABSENT:

Aisha Cooper	Trustee
Domingo Morel	Vice President
Miguel Rodriguez	Trustee

Minutes prepared from a recording by Shazia Ahmad of Minutes Solutions Inc.

1. CALL TO ORDER

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, the meeting was called to order at 5:36-p.m.

2. APPROVAL OF PUBLIC SESSION MINUTES

On a motion made by J. Ballard, seconded by H. Nazario, it was resolved to approve the Public Session Board of Trustees minutes of September 25, 2024. Motion carried.

3. PRESIDENT'S REPORT

L. Wells acknowledged the recent event held on December 3, 2024, at the Library and thanked the staff for making this successful.

The Board's Executive Committee comprising of R. Steinbaum, J. Ballard, A. Cooper, and L. Wells attended a retreat on December 2, 2024, held at Rutgers Law School. The purpose of this session was to discuss the Board's ability to support the Library with a clear strategic direction for the future.

Highlights from the retreat included:

- Discussion about the reasons that Board members serve;
- The importance of the Library's vision and mission. There was discussion about these as they currently exist and the hope of revisiting them as the strategic plan is implemented;
- Discussion about the Library's role in the City of Newark;
- R. Steinbaum's recommendation to focus on how the Library branches can be anchors for the local communities they serve, which is not often discussed;
- The role of the Board, which is oversight and not becoming involved in operations;
- How effective boards provide oversight (policy and finance), insight (hiring processes), and foresight (future directions for the Board) and how this applies to the Board of Trustees;
- How the Board can work more collaboratively with the mayor to support the Library and build relationships; and
- The development of Board member job descriptions.

Overall, the retreat was productive. R. Steinbaum emphasized the importance of the Board improving its operations and directions. There was discussion about enhancing the productivity of Board meetings. L. Wells and J. Ballard agreed that some committee meeting processes, such as resolutions coming to the Board for approval, need to be reinforced.

4. **DIRECTOR'S REPORT**

ACTION- C; Zabriskie will make a timeline of the Clinton Hill development project with the various project phases and their components to provide to the Board at its next meeting.

C. Zabriskie echoed the President's comments and thanked everyone for making the December 3, 2024, gala a success.

There has been progress with the Clinton Branch project. There was a successful public meeting with partner organizations and members of the public and there was positive feedback as well. There is a forthcoming tour on December 7, 2024, which R. Steinbaum will be attending. Together with the partner organizations and community members, there will be a visit to some mixed-use facilities. This includes the Brooklyn Heights Library, which has mostly higher-end condominiums above it. The tour will include the Sunset Park Library, which has more mixed-use features and affordable housing. The tour will proceed to Brooklyn Public Library (BPL). Once this part of the process is concluded, the next step will be with regard to public messaging, including a website.

There have been productive discussions regarding the budget and staffing, as well as work with Libraries Without Borders.

C. Zabriskie attended the New York State Library Association's annual conference in Syracuse from November 7 to 9, 2024. Standout sessions included Read to Recovery, a program on diversity and state library statistics, and the Whoa Nellie book truck. C. Zabriskie is hoping to implement a similar book truck initiative, which would provide the Library with opportunities for a presence in public spaces and parks. There was a productive conversation at the annual conference on the topic of pathways to librarianship.

The floor was opened to questions.

C. Zabtiskie confirmed that Whoa Nellie is a book truck and BPL also uses one for outreach. There were questions about the Clinton Branch public meeting, and it was recommended that public sessions be held in person and not virtually. There are no dates for further public consultations at this time, but these will be shared with the Board when C. Zabriskie is made aware of them.

R. Steinbaum reminded Board members to take advantage of the one-on-one meetings with Libraries Without Borders.

There were questions about the memorandum of understanding (MOU) between the Library and Clinton Hill Community Action in the context of the Clinton Branch project, as there are some outstanding issues. These include the type of housing to be built, in addition to the Library's agency in the project. It is expected that the housing will take the form of rentals as opposed to owned homes. The MOU appears to have been executed already, although some members of the Board have not seen this final document. These issues will be resolved. C. Zabriskie clarified that there have not been any overlapping events and that the December 7, 2024, tour information and sign-up sheet were shared with the Board.

C. Zabriskie responded that three drafts of the MOU were presented to the Board and that the termination clause had been amended following the Board's January, 2024, meeting. The MOU will not define the type of building situated above or around the library. This would be agreed upon through consultations with the developers and partners in this project. The Library most probably will not have much say in the type of housing due to the nature of the development process. The Library will have control only over what is in the library space.

C. Zabriskie agreed that it is important for the Library to have a say in this project given the organization's history. The Library's current agency is unclear.

The MOU with Clinton Hill Community Action is part of executing the New Jersey Economic Development Authority (NJEDA) grant, and this includes public information-gathering and meetings. The grant pays for the tour bus. The development of the project will necessitate a more comprehensive document at a later stage and will involve several stakeholders including the Library, the House of Worship, the developer, and Clinton Hill Community Action. C. Zabriskie has the most control over the library component of the project, which includes the maximum amount of space.

There is an MOU between the Library and Clinton Hill Community Action, which was ratified at the January, 2024, meeting. The Board emphasized that the Clinton Branch development is happening because the Library initiated it. The Library has a community and moral responsibility to ensure that what enters the space accurately reflects the community's best interests. The type of housing would be something in which the Library has control. The Board noted that it is driving the project and Clinton Hill Community Action did not initiate it. C. Zabriskie informed the Board that there would be further information during the facilities committee report later in the meeting.

There were no further questions.

5. **LIBRARIES WITHOUT BORDERS PRESENTATION**

ACTION - C. Zabriskie will include the Libraries Without Borders data collection timeline in the Board package for forthcoming meetings.

N. Safane and V. McGee from Libraries Without Borders U.S. gave a brief overview of the process currently underway. The important components of the data collection process include primary data collection from a wide group of people involved in the strategic planning process. This collection is in the form of interviews and surveys with staff and the Board, as well as community leaders. This latter phrase is very broadly defined.

Secondary data collection and review will be performed by both Libraries Without Borders and Library staff and this includes library usage statistics, collection materials, resources, spaces, library awareness and communications to the community, community demographics and needs, and internal and external policies and procedures. The data will be collated around library usage and awareness, community needs, and opportunities for the Library to focus on its main priorities. The collated data will be provided to the Board and Library for the strategic planning process and tangible next steps.

V. McGee noted that it is important for Board members to meet with Libraries Without Borders and there are interviews scheduled for the week of December 9, 2024. Board members were encouraged to schedule meeting times. A community survey will be disseminated for several weeks, and the Board was encouraged to share this within their networks. The survey is in English and Spanish and there are discussions about translating it into Portuguese. Libraries Without Borders is seeking input from community leaders and the Board was asked to make recommendations. The survey can be completed electronically.

All of the surveys are anonymous and, while it may be possible to identify some of the responders based on the information they share, details will not be made public. The aim of the data collection is to identify trends and form a big picture, which is why it is important to gather complete data from a broad base.

The floor was opened to questions.

C. Zabriskie reminded attendees that Libraries Without Borders will be on-site during the week of December 9, 2024, and in-person interviews will be conducted on the Library premises. It was noted that the surveys should be translated into Haitian Creole and French. Libraries Without Borders confirmed that it would provide paper surveys for accessibility.

The Board discussed survey distribution methods and Libraries Without Borders agreed that a link will be sent to the Library for it to be shared with community partners. A survey link would be available on the Library website. There will be a QR code at the various branches for patrons to access the survey and paper surveys will be at each branch location along with an anonymous collection method.

V. McGee confirmed that the survey questions pertain to library usage, factors preventing library usage, how to determine what is available at the library, and the respondent's ward location. There is no request for demographic data. Currently, the Library does not perform mass mailings and would not be emailing the survey link to all patrons. The Board discussed the ease of sending a mass email with the survey link, but this would be limited only to patrons, whereas Libraries Without Borders is seeking a wide set of respondents. Regular patrons and the broader community are both being sought.

The Board inquired about the possibility of adding a demographic question to the survey. N. Safane explained that there is a preference to keep surveys simple and, depending on the Board's direction, certain questions can be added. The Board has received the survey in its current iteration by email and can review and offer feedback.

N. Safane provided a timeline of mid-February for the completion of the data collection. There was further discussion about gathering input from visitors commuting to the Library to access

its holdings and resources. C. Zabriskie will investigate the possibility of privacy issues with regard to emailing the survey to users who have signed up for a library card. The Board discussed updating library card sign-up procedures and disclosures, as it would be helpful to inform users by email about available Library resources.

The survey currently does not have a library card question and this will be added as a yes/no query. N. Safane asked the Board to review the survey and return it with any recommendations by December 9, 2024, for it to be updated and disseminated. The survey links recently sent to the Board and Library will not change, even if the questions do. There will be additional links for the other language versions.

There were no further questions. The Board and C. Zabriskie thanked N. Safane and V. McGee for attending the meeting.

6. **TREASURER'S REPORT**

On a motion made by J. Ballard, seconded by R. Steinbaum, it was resolved to approve bill sheet 1352 for September, 2024, in the amount of \$443,466.05 and bill sheet 1353 for October, 2024, in the amount of \$2,237,544.23. Motion carried.

J. Ballard reported no abnormalities or extraordinary activities for the treasurer's report for the periods of September and October, 2024.

There were significant investments and capital expenditures pertaining to the Hispanic Research and Information Center (HRIC) construction project at the Main Branch for September, 2024. There were also facilities-related HVAC costs and repayments under the Library's loan obligations. There were expected reimbursements from the City of Newark and the New Jersey State Library (for the HRIC project) in October, 2024. The fourth quarter of 2024 shows an increase in the monthly cash appropriation amount of \$355,333 as per the City of Newark's budget adopted on September 30, 2024. The cash flow is not in jeopardy.

7. **COMMITTEE REPORTS**

7.1 **Development Committee**

The development committee was unable to meet during the period but there is a meeting scheduled for the week of December 9, 2024. There will be a full report with regard to the gala, which will be presented at the next Board meeting.

7.2 **Facilities Committee**

ACTION - C. Zabriskie will send the Board the grand opening date for VTC as soon as it is available.

ACTION - G. Williams will send the Board the Clinton Branch project timeline.

ACTION- G. Williams will prepare an estimated cost of the Clinton Branch temporary site and present this to the next facilities committee meeting.

ACTION - C. Zabriskie will explore multiple options for the Clinton Branch temporary relocation and submit this to the next facilities committee meeting.

Recommendations pertaining to the Springfield Branch renovation will be submitted to the facilities committee before coming to the Board for approval. The Clinton Branch mixed-use development update was provided in the Director's report and is funded by an NJEDA grant.

There was a meeting with community partners, followed by an online meeting with community members. There was an outpouring of support for the Clinton Branch. At this time, Annum Architects is starting the preliminary design of the library component. Gensler, an architectural firm in New York, is responsible for the mixed-use development. The knowledge exchange will begin on December 7, 2024, with the tour to Brooklyn.

G. Williams thanked Board members attending the forthcoming tour. There was a meeting with a broker regarding Clinton Branch's temporary relocation, which was attended by some facilities committee members. Estimated expenses for this space, which is an old retail space, were included in the report to the Board. The community engagement schedule has been drafted and these dates will be confirmed on December 7, 2024, during the tour.

Z. Meri provided the Board with an update on the VTC HRIC renovations. All inspections for the VTC have been completed and necessary permits have been received. The staff is coordinating the grand opening, which would take place early in 2025. There will be a soft opening for staff first.

The HRIC painting will be completed soon. Rutgers University has approved the lift on its property, and the HVAC part of the project is expected to begin soon. The Springfield Branch will be discussed at the next facilities committee meeting. Only four bids have been received.

The floor was opened to questions.

The Board referred to the Clinton Branch timeline in its package and noted that going forward, anticipated dates and completion dates must be included for every facet of the project. The conceptual design phase with Annum Architects is scheduled but the Board lacks information and requires further documentation. G. Williams explained that a timeline was prepared and Gensler signed off on it, and it includes milestones and the status of each event. Annum Architects is responsible for the Clinton Branch library design. The Board noted that the timeline information has to be comprehensible and clearly articulate the phases of work.

J. Ballard noted that the contractor and architect should be able to provide a schedule of values, which would have the required information. G. Williams reminded the Board that the Clinton Branch project is currently in the planning phase and not the construction phase. The planning consultations will shape the design and there will be community feedback and engagement.

J. Ballard recommended including the schedule of the pre-planning phase in the Board's materials and recommended signing the MOU, which stipulates each partner's responsibilities for the project before the conceptual design phase. G. Williams reminded the Board that the MOU is only between the Library and Clinton Hill Community Action, but he agreed to clarify what is stated in that agreement. Once the project moves from the planning to the redevelopment process, there will be a substantive redevelopment agreement between all of the partners.

Annum Architects were selected when the Clinton Branch redevelopment was a standalone initiative. This was before the House of Worship was revealed to be the property owner in the area. Annum Architects and the Library entered into a contract at that time. There is no bid threshold at this time, and thus requirement for the tendering process. The architect's fee is currently approximately \$10,000 and this portion of the work was not awarded. G. Williams clarified that this was not a change order but a contractual matter. It is common to add an additional scope of work to an existing contract.

G. Williams explained that the Library did not select the developer and it does not have any say in the choice of the developer. This includes the Board. Large vacant land tracts are owned

by the House of Worship and the Library has partnered with the landowner. When the mixed-use development was city-run, the developer would have been selected by the city. However, since the House of Worship is the largest property owner, it has put together the development team. If the Board is unsatisfied with this, the project would return to the drawing board. The Library was invited to join the redevelopment project. The facilities committee would be the best source for the Clinton Branch project's evolution.

H. Nazario noted that the Board should receive the document authorizing the selection of the developer. He also requested the Board decision authorizing the construction of the Clinton Branch library and any information pertaining to the land tract delineation, noting what is owned by the church and not the Library. The developer selection process is with the House of Worship. There is a booklet in the shared drive showing the tracts of land.

G. Williams noted that the temporary space cost estimates are included in the report in the package. There was a rental cost of \$2,000 per month and there would have been extra costs as well. The buildout amount was estimated to be \$50,000 based on a similarly sized property. The site does not have a modernized HVAC system and renovations would be required. Staff would need to be hired for this branch. G. Williams confirmed that discussions with the broker did not progress in terms of contractual obligations and leases. The broker would prefer a letter of intent to hold the space, but the Board would prefer to see the leasing options. The Library's interim comptroller had been formulating methods to make the Clinton Branch temporary space relocation a possibility.

Other options are being examined for the temporary relocation if the retail space is not a possibility. However, there may not be cost savings, for example with trailers. C. Zabriskie agreed to explore multiple options for facilities.

7.3 Finance Committee

ACTION - C. Zabriskie will include the materials budget policy draft in the January, 2025, Board meeting package.

The finance committee met on October 12, 2024, to review the September, 2024, operating results. D. Morel and R. Steinbaum met with interim comptroller S. Little and C. Zabriskie on November 19, 2024.

J. Ballard reviewed the year-to-date financial performance. The consolidated expenses for the first part of 2024 were slightly under budget due to reimbursement delays and a lower rate of donations. Facilities services included unexpected HVAC repairs in the Centennial Hall and the Philip Roth Personal Library. HVAC issues also impacted JBar, the administrative offices at the Main Branch, and the Weequahic Branch are reflected in the July, 2024, financial statements.

There was an increase of \$72,000 as per the Workers' Compensation audit findings, and this is legal obligation to cover independent contractors, for example security guards. Grant-related expenses were slightly under budget. Grant-spending is over budget in one area, which is contracted library services in the amount of \$241,000. The majority of this expenditure pertains to the *Newark Evening News* digitization project. Endowment spending continues to run below budget.

The floor was opened to questions.

The Library is working with Public Service and Special Services leadership on endowments and acquisitions, in addition to the Library's finance team, to set up a monthly allocation to each branch to spend on new books and materials. This was the process in the past but has

not been used by the Library for the past five years. The three resources for books and programmatic spending areas are as follows:

- The Newark Public Library Endowment has an annual investment between approximately \$95,000 and \$100,000 per year;
- The Roth Endowment, specifically for books, is between \$90,000 and \$100,000 per year; and
- The Roth Programming Endowment is between \$350,000 and \$375,000 per year. This can be used for anything, including books, with the exception of capital expenditures.

S. Little noted that \$100,000 is spent annually on physical books and materials from the general fund. There is another subsequent source for electronic sources and cataloguing resources, which are both expensive. S. Little noted that to say that the Library does not buy books is an inaccurate characterization. However, more instructive communication from the Library leadership to the branches would be helpful with regard to this issue. She commended the acquisitions team for their work and explained that there has not been any directive since 2022, noting a lack of acquisitions funds.

A. Coats spoke to the process for accessing funds for expanding book and other library material collections. There have been changes to the Library leadership team and the finance department over the last five years and there are no procedures and policies in place at this time. There are significant costs bundled into collections, for example the Integrated Library System, which does not equate to books on the shelves. The comptroller and C. Zabriskie will be meeting about drafting a materials budget policy. This will be brought to the January, 2025, Board meeting.

A discussion ensued about the Board's role in drafting a materials budget policy and C. Zabriskie explained that it is a procedural policy. This prompted a larger discussion about branch budgets and soliciting input from the individual branches to create budgets that respond more specifically to their needs.

7.4 Personnel and Policy Committee Report

ACTION - C. Zabriskie will compile a chronological spreadsheet of policies, which includes dates and a link to the policy, and will share this with the Board for its January, 2025, meeting.

The committee noted hiring recommendations and contract negotiations updates. There were discussions about public service desk audits and the City's additional appropriation for the Library, with a plan to leverage those funds.

L. Wells requested that each committee compile all resolutions and policies into a chronological document for future reference. This would preferably be in the form of an Excel spreadsheet. This will be shared at the January, 2025, Board meeting.

8. NEW BUSINESS

8.1 Board Meeting Dates

On a motion made by J. Ballard, seconded by R. Steinbaum, it was resolved to approve the following 2025 Board of Trustees' meeting dates:

- **January 22, 2025**
- **March 26, 2025**
- **May 28, 2025**
- **July 23, 2025**
- **September 24, 2025**

- **November 19, 2025**

Motion carried.

8.2 2025 Library Trustee Officers Committee

H. Nazario and D. Morel will serve on the Library Trustee officers committee for 2025.

9. PUBLIC COMMENTS

The floor was opened to public comments.

B. Cohen; president of Local 2298 at the Newark Public Library, brought to the Board's attention the staff and union contract negotiations. The union and administration both advocated for increased city funding and rallied outside city hall. There was a subsequent increase of \$1 million to the Library, which is a larger increase than in previous years. Union members advocated for the Library with individual councilors and it is hoped that the staff will have a new contract soon. There have been no raises for two years as the contract expired in December, 2023. Many staff members do not earn a living wage and work multiple jobs. The Library is understaffed and there is a higher rate of turnover due to lower salaries. The community is suffering from a lack of librarians and staff. The union requested communication and asked that it be kept informed with regard to future meeting dates for a new contract to be negotiated soon.

H: Nazario responded, noting that an email has been received from the union but there is no reply at this time since contract negotiations are ongoing. He expressed appreciation for the staff and acknowledged that he could not respond to the union's email and that he looked forward to discussing this issue with the Board.

Carl Schwartz, Branch Manager and Children's Librarian at the Van Buren Branch, seconded the previous speaker and noted that he is reassuring staff about having a contract in place before the end of 2024. He noted that not having a raise for the entire year has had a detrimental effect on morale. He has been in communication with President Cohen and hears from branch staff constantly. On a separate note, he informed the Board that the City of Newark's healthcare costs are increasing in price in 2025. Certain family plans are expected to increase by 44%. This is why the next contract must have a decent raise. The Board must advocate for the staff as members are struggling and should have a decent quality of life. He offered to stop speaking before the Board if the contract is negotiated. He finished by discussing how proud he is to be a part of the Library.

There were no further public comments.

10. RESOLUTION TO MOVE INTO EXECUTIVE SESSION

On a motion made by J. Ballard, seconded by H. Nazario, it was resolved that the Newark Public Library Board of Trustees move into the Executive Session. Motion carried.

11. RETURN TO PUBLIC SESSION

On a motion made by J. Ballard, seconded by R. Austin, it was resolved that the Newark Public Library Board of Trustees reconvene in Public Session. Motion carried.

12. NEXT MEETING

The date of the next Board of Trustees meeting is January 22, 2025.

1a **ADJOURNMENT**

On a motion made by R. Steinbaum, seconded by J. Ballard, it was resolved to adjourn the meeting at 9:06 p.m. Motion carried.

DISCLAIMER

The above document 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

Christian Zabriskie, Director

Date

Date

THE NEWARK PUBLIC LIBRARY

EXECUTIVE SESSION MINUTES DECEMBER 5, 2024

Restricted Records (Open Public Meeting Act)

The Newark Public Library Board of Trustees met in the Executive Session to consider personnel and other sensitive matters in accordance with the Open Public Meeting Act, which exempts such matters from discussion at public meetings. Final decisions regarding the matters discussed in the Executive Session will be entered into the public record.

1. CALL TO ORDER

The session was called to order at 8:01 p.m.

2. APPROVAL OF EXECUTIVE SESSION MINUTES

On a motion made by R. Austin, seconded by J. Ballard, it was resolved to approve the Executive Session Board of Trustees minutes of September 25, 2024. Motion carried.

3. HR DISCUSSION

ACTION - C. Zabriskie will provide the Board with an email containing the appropriations recommendation by December 11, 2024.

H. Nazario directed the Board to the evaluation committee's memo summarizing C. Zabriskie's performance. There were five core areas identified:

- Board relations;
- Senior leadership;
- Needs assessment and strategic planning;
- 2025-2026 budget; and
- Staffing.

The evaluation committee concluded that C. Zabriskie is partially leading in two areas. There were missing documents required for this evaluation. A corrective action plan was shared with C. Zabriskie and included a question about how additional funds were to be spent. There was a lag between the needs assessment process and the subsequent strategic planning process.

On October 25, 2024, C. Zabriskie was to submit a strategy and detailed summary explaining how additional appropriations would be used. This submission was to be provided to the Board. There is no evidence showing how these funds would be spent. Another deadline of November 11, 2024, also passed without any information from the Director. The corrective action plan also asked for a calendar of events, and this has not been provided.

C. Zabriskie responded and noted that additional documents, including notes and minutes from leadership team meetings, have been uploaded. Materials were uploaded on December 2, 2024. Event photographs have also been updated. There is an extensive document collating all of the emails from the Board which references Board engagement.

The budgeting process was discussed and C. Zabriskie requested J. Ballard's assistance, especially if the budget is to be forward-facing. The Main Library Trustee handbook has a chapter on developing the library budget and C. Zabriskie asked if that could form the basis

for this process. He discussed developing a forward-facing budget for two years and making the staff more comfortable with this process. From there, a bottom-up budget could be developed.

C. Zabriskie confirmed that these budget discussions have not occurred with the finance committee. The Board noted that this discussion should have happened prior to the October 25, 2024, deadline for documents and now the outlook of the next budget is unclear. It is necessary for the Director to engage branch leadership about the budgeting process and to lead it. More importantly, the finance committee should have been involved in this process from the beginning.

There was a question about the need to boost morale by organizing events. C. Zabriskie has scheduled bi weekly town halls and the Board recommended establishing a culture committee with the human resources department to enhance the culture. The Board felt that this discussion should have started earlier. The Board recommended seeking input from staff.

C. Zabriskie confirmed that there had not been much progress on the strategic planning request-for-proposal process. He hoped to move forward on this and would make it a priority. The Board discussed the significant delays in resolving issues or moving forward on others. C. Zabriskie apologized.

There was a further discussion about staff with health issues and the need for a mechanism to allow people to take care of themselves while the Library continues to function.

The Board discussed a document titled "Confidential Matters", provided as a handout by S. Little to the Board, which has the proposed contract offer to be discussed with the union on 13 December, 2024. The Board noted that there should have been some reference to this document in the finance committee report. The rest of this discussion was in-camera.

There were no HR resolutions.

4. **RECONVENE TO PUBLIC SESSION**

On a motion made by J. Ballard, seconded by R. Austin, it was resolved that the Newark Public Library Board of Trustees reconvene in Public Session. Motion carried.

Lauren Wells, President

Christian Zabriskie, Director

Date

Date