

MEETING OF THE NEWARK PUBLIC LIBRARY BOARD OF TRUSTEES

HELD IN THE 2nd FLOOR BOARD ROOM

January 25, 2017

MINUTES OF THE PUBLIC SESSION

Call to Order:

Dr. Crist called the meeting to order at 5:07 pm and read the Open Public Meeting Act Statement.

Roll Call and Attendance:

Dr. Crist called the roll. Thomas Alrutz, Jeremy Johnson, Anasa Maat, Trish Morris-Yamba, De'Shawn Wright were present. Sandra King and Rosemary Steinbaum were excused.

Charles Auffant arrived at 5:46 pm.

Approval of Public Session Minutes:

On motion of Trish Morris-Yamba, seconded by Jeremy Johnson, the minutes of the November 16, 2016 meeting were approved unanimously.

On motion of Trish Morris-Yamba, seconded by Anasa Maat, the minutes of December 6, 2016 were approved unanimously.

Correspondence:

Mr. Alrutz read the thank you letter received from Anthony McMillian, Executive Director, Newark Downtown District for honoring them at the Gala in November.

The NPL Calendar of Events for February, March and April were presented. Mr. Alrutz highlighted that the planned Black History Celebration Exhibit was cancelled due to the serious illness of the guest curator. Nadine Sergejeff, NPL Librarian and head of Special Collections, was able to provide a last minute substitute using materials from NPL's collection of prints by African Americans.

Dr. Crist acknowledged the Springfield Avenue Branch for its extraordinary volunteers providing SAT prep classes and college fairs with college acceptance on the spot for teens.

Director's Verbal Report

Mr. Alrutz indicated that the written Director's' Reports for November and December had been provided to the board members in advance of the meeting.

Mr. Alrutz reported the theme for the past year was change. There has been positive progress made with the master planning process and in the fiscal stability of the Library.

Dr. Crist indicated that he is pleased to receive the reports from the respective directors as they provide an opportunity to gain a better understanding of what is happening at the library.

Dr. Maat indicated the Library is moving in the right direction.

Statistical Report:

The Statistical Report for November and December 2016 had been provided to the Board members in advance of the meeting.

Mr. Alrutz reviewed the trends highlighting increases and changes in the use of the library, including remote access and website usage.

President's Report:

Dr. Crist commented on what a difference a year makes! He highlighted the following accomplishments from 2016:

- NPL increased its books and materials budgets. There are lots of new books on the shelves.
- NPL went from a moratorium on programs for NPL patrons to 2016's robust schedule of events in the branches and at the Main Library.
- The affinity groups were reinvigorated. NPL welcomed a new affinity group, Friends of James Brown African American Room, led by board members, Anasa Maat and Trish Morris-Yamba.
- The conversion of a cumulative deficit of about \$480,000 to a surplus of almost \$100,000 was due largely to a 7.8% increase in operating funds.
- The website was updated with a modern look.
- With the Development staff in place, it was NPL's best year for fundraising including the \$1 million Carnegie Corp. grant and a very successful gala.
- NPL shifted its endowment to the Community Foundation of New Jersey.
- The master plan for the Main Library is well advanced.
- The staff is reenergized.

Dr. Crist acknowledged that all of this and more was achieved with interim leadership by Joe Keenan but especially Tom Alrutz, and expressed his gratitude.

Dr. Crist shared that looking forward to 2017, there is still a lot to do but the Library has turned the corner and is reclaiming its primary place in serving the people of Newark!

Treasurer's Report:

Bill Sheet #1258 with the total disbursements of \$714,995.92 for November 2016 was presented. On the motion of Thomas Alrutz and seconded by Trish Morris-Yamba, the board unanimously approved Bill Sheet #1258.

Bill Sheet #1259 with the total disbursement of \$1,119,047.37 for December 2016 was presented. On the motion of Thomas Alrutz and seconded by De'Shawn Wright, the board unanimously approved Bill Sheet #1259.

Development Committee Report:

Jeremy Johnson presented the Development Committee report on behalf of Rosemary Steinbaum. He shared the following highlights:

Grant Award Notices

- Victoria Foundation, Early Capital Improvements (Pop Ups), \$100,000 (It was awarded to CFNJ/NPL Foundation.)
- Victoria Foundation, Teen Librarian, \$60,000

Gala - Wednesday, November 30, 2106 at Nanina's in the Park

- The event honoring Timothy J. Crist, Newark Downtown District, and Patrons was a huge success. People expressed that they liked being back at Nanina's in the Park and appreciated the well organized and concise program. In addition, the NPL Ambassadors present at the event were a big plus and people indicated how their presence made it feel much more of a community and extremely welcoming.
- Revenue/Expenses
 - Amount Raised to date: \$207,879 (Goal = \$200,000)
 - Expense: \$39,896
 - Net Income: \$167,983
- Gala 2017
 - Thursday, November 30, 2017 at Nanina's in the Park
 - Chair and Honorees, TBD

End of Year Request and Holiday Card

- The End of Year request was sent to 180 individuals who had not supported the Library in 2016. And a holiday card along with the NPL 2016 overview was sent to donors, partners, board members and staff.

Fund Development Plan

- The Development team is finalizing the fund development plan to share with the Development Committee in the next few weeks.

Newark Public Library Foundation

- Quarterly board meeting was held on 1/6/17
- In the process of identifying key campaign cultivation activities focusing on individuals, corporations, foundations and community members.
- In the process of revising the Case Statement incorporating the results of the community stakeholders' and the Staff/Board Ad Hoc Committee's input with Henry Myerberg work for the 1st, 2nd and 3rd floor space reallocation.
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Mr. Alrutz mentioned that the "pop up" concept of trying new approaches and methods was affirmed with the grant from the Victoria Foundation to support ideas that the Library can try and learn from to inform the renovation of the Main Library.

Operations Committee Report:

Mr. Alrutz reviewed the general operation revenue and expense reports and the grant revenue report. Mr. Alrutz acknowledged that the Library ended 2016 with a surplus of approximately \$100,000 in the fund balance.

Mr. Alrutz provided the Endowment Report reviewing the Ameriprise and the CFNJ Statements. He indicated that the Library is still in the process of moving the money from Ameriprise to CFNJ. Given that the endowment funds are still in transition and with the goal of having the corpus grow, the Library will draw 2% for expenditures instead of 4%.

Mr. Alrutz mentioned that NPL received the draft of the 2015 Financial Audit in November, much earlier than the 2014 draft. Mr. Alrutz worked with the Finance Dept. to review and finalize the 2015 Financial Audit which will be presented for approval at the March Board meeting.

Mr. Alrutz shared the 2017 Budget summary and detailed document. He reported that he has not yet met with City officials, but the 2017 budget includes a projected 2% overall increase in the operating budget revenue from the City, the same % as was received in 2016. He also shared that the City is revising its fringe benefits program and it will be available for staff selection in the upcoming months.

Mr. Alrutz reported that the City's Capital Budget included two components for the Library totaling \$3.2 million. Mr. Alrutz reviewed the information that George Williams provided about the Damage to the Façade. The application to the NJ Historic Trust was denied but the insurance settlement claim was approved for \$46,500 toward the repair.

Human Resources Committee Report:

Deferred to Executive Session

Unfinished Business:

Nominating Committee:

Ms. Morris-Yamba, chaired the Nominating Committee with members Jeremy Johnson and Anasa Maat, and she presented the slate to include the following: Timothy Crist, President; Trish Morris-Yamba, Vice President; Anasa Maat, Secretary; and Thomas Alrutz, Treasurer. The slate was unanimously approved.

New Business:

Mr. Alrutz read the resolution acknowledging Joseph Casale's retirement and service to the Newark Public Library. On the motion of Jeremy Johnson, seconded by Trish Morris-Yamba, the Board unanimously approved the resolution.

Public Comment:

Dorothea Moore, Chair of the FEW Harper Society, disseminated copies of a memo capturing the book donation of Mr. Fletcher Allen to JBAAR. She also beseeched the Board to keep the JBAAR open on Wednesdays and to hire an African Studies professional. Additionally, she suggested that many books

from JBAAR are missing. Tangentially, Dorothea asked for information about the official procedure for "withdrawals" of books from the NPL collections. Dorothea asked why the Annual Report mentioned the FEW Harper Society but did not credit her for her long-standing leadership of the organization. Finally, Dorothea commented on the new Federal Administration's threat against the NEA.

Karen Horton introduced herself as one of the newest members of the FoNPL. She highlighted the advent of the new FoNPL leadership & the reinstatement of the Committee structure with focus on Advocacy. The Board welcomed Ms. Horton and thanked her for her support of the NPL.

Executive Session:

On the motion of Trish Morris-Yamba, seconded by Jeremy Johnson, the Board voted to move into Executive Session at 6:40 pm.

Return to Public Session:

As there was no further business for discussion, on motion of Trish Morris-Yamba, seconded by Charles Auffant, the Board voted to reconvene in Public Session at 7:30 pm.

Passage of Board Resolutions:

The Board passed resolutions (which were discussed in Executive Session) as follows:

1. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that the following appointments (replacement) in the non- competitive division be approved as of the dates indicated:

Name Sec.	Title	Salary	Effective
1. Odunsi, Matilda	Monitor	\$8.38hr.	11/30/16
2. Lockhart, Kareem	Bldg.Maint.Wkr.p.t.	\$13.76hr.	12/2/16
3. Novakovic, Michael	Data Proc.Prog.Tn.	\$31,086 yr	12/12/16
4. Arnold, Leala	Library Associate	\$41,980 yr	1/9/17
5. Bowen-Roper, Aaliyah	Library Associate	\$41,980 yr	1/9/17
6. Dixon, Tanisha	Librarian 1	\$53,298 yr	1/9/17
7. Herrera, Ana M.	Librarian 1	\$53,298 yr	1/17/17

2. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that the following base salary increase be approved as of the date indicated:

Name	From	Title	Effective
Cramer, Heidi	Systems Analyst \$96,981 yr.	Systems Analyst \$103,604 yr	12/12/16

3. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that the following leave of absence without pay, requested by the named, be approved for three months:

Name	Title	Effective
Glover-Moore, Diana	Data Processing Programmer	11/28/16

4. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that at the request of the person named, leave of absence is terminated and she is returned to active status as follows:

Name	Title	Effective
Bryant, Caroline	Security Guard	12/26/16

5. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that the provisional promotion of the following, pending the New Jersey Civil Service Commission examination and certification, be accepted and approved:

Name	From	To	Effective
1. Sinho, Abha	Systems Analyst \$85,214 yr.	Comptroller \$99,250 yr.	12/12/16
2. Rodriguez, Cianella	Data Proc.Prog. \$59,383 yr	Payroll Clerk \$59,383	12/12/16
3. Cramer, Heidi	Systems Analyst \$103,604 yr	Chief Librarian \$103,604 yr	1/10/17

6. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that

WHEREAS, Joseph C. Casale has reached 48 years of service as an employee of the Library, has reached the age of 70 and is now eligible for retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Mr. Casale's retirement from the Library effective February 1, 2017

7. Moved by Trish Morris-Yamba, seconded by Jeremy Johnson, and

VOTED (N.S.) that

WHEREAS, Sandra Davis has reached 35 years of service as an employee of the Library, has reached the age of 57 and is now eligible for disability retirement as a member of the Public Employees' Retirement System of the New Jersey, now

THEREFORE, the Board of Library Trustees approves Ms. Davis' disability retirement from the Library effective February 1, 2017.

FOOTNOTES

Resignation

Termination

Removal

Retirement

Casale, Joseph

Disability Retirement

Davis, Sandra

Death

Announcement of Next Meeting and Adjournment:

Dr. Crist announced that the next meeting would be held on Tuesday, March 28, 2017 at 5 pm. He adjourned the meeting at 7:40 pm.