Board of Trustees Meeting Minutes  
Wednesday, September 25, 2019 at 5:00 P.M. in the 3rd Floor Director’s Office

Board members: Tom Alrutz, Tim Crist, Jeremy Johnson, Nicole Johnson, Anasa Maat, Domingo Morel, Miguel Rodriguez, Rosemary Steinbaum (excused), Lauren Wells  
Staff: Jeffrey Trzeciak

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

I. Roll Call and Attendance: T. Crist called the roll. Tom Alrutz, Tim Crist, Jeremy Johnson, Anasa Maat, Miguel Rodriguez, Rosemary Steinbaum (excused), Lauren Wells were all present. Domingo Morel joined at 5:17pm, Nicole Johnson joined at 5:31pm

II. Approval of Public Session Minutes of July 24, 2019, T. Crist solicited comments and corrections to the minutes, T. Alrutz noted that the time to return to public session was not readily visible, and once reviewed was determined to be in the wrong place, motion to approve made by T. Crist, seconded by A. Maat, unanimously approved once corrections are made.

III. Director’s Report

- J. Trzeciak Statistics Review:
  - Patron’s visits, year to date, up 40.6%
    - The busiest locations are the Main branch followed by Springfield Branch
  - Card registrations, year to date, up 8.9%
    - Most registrations are at the Main Library and Springfield
    - This doesn’t reflect the 38,000 students that will be receiving library cards
  - Public Catalog, year to date, down 14.6%
  - Digital searches are up 190%
  - Kanopy (streaming video service) is steadily increasing:
    - February 2019 560
    - March 2019 628
    - April 2019 637
    - May 2019 727
    - June 2019 750
    - July 2019 1166
    - August 2019 1165
  - WiFi logins are up 37%
  - Statewide Reference are basically flat, down 0.2%
  - New book purchases up 57% over last year
  - Catalog Department – 25% of books circulated, 2019 year to date is 35% which shows that books purchased are drawing interest

Ras J. Baraka  
Mayor, City of Newark

Timothy J. Crist, Ph.D.  
President, Board of Trustees

Jeffrey G. Trzeciak  
Director, The Newark Public Library
● Patrons are perusing the displays and taking out books
● Computer use
  ➢ Main up 26%
  ➢ Branches up 2%
● Circulation
  ➢ EBooks (audio/video streaming) up 33%
  ➢ EMedia up 90%
  ➢ Print at Main down 23%
  ➢ Media at Main down 48%
● Recent Events
  ● Flood at Main Library (August 28th, 2019 approximately 8:15pm)
    ➢ Started in 3rd floor staff restroom (ruptured pipe)
    ➢ Affected 3rd, 2nd and 1st floors
    ➢ Approximately $28,000 in damage which is covered by insurance which should be paid out in a few weeks
    ➢ Library looking at installing water sensors which would alert security system if this happens again
  ● Website downtime
    ➢ Website is outsourced and the following issues have occurred
      a. Frequent outages
      b. Lack of response time
      c. Metro library sent an IT to help get NPL sit up - D. Quintero role in getting a timely resolution is acknowledged
      d. State Library charges for hosting the site, but the cost is less than what NPL was paying before.
  ● Fire alarm at Main Library
    ➢ Patron pulled alarm
      a. Areas of the main building and service buildings don’t hear the alarms
        i. Investigating options for audible and visible alarms

IV. President’s Report:
  • T. Crist acknowledges J. Trzeciak’s role in creating a partnership with Newark Public Schools which will resulted in issuing new library cards to students.
V. Treasurer’s Report/Operations Committee Report: (T. Alrutz)

BILL SHEET #1290: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of $1,216,818.95 were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

<table>
<thead>
<tr>
<th>Gross Payroll Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12, 2019</td>
<td>$237,108.22</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>$234,350.30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Account</td>
<td>$674,346.80</td>
</tr>
<tr>
<td>Grant Account</td>
<td>$70,953.43</td>
</tr>
<tr>
<td>Endowment Account</td>
<td>$60.20</td>
</tr>
<tr>
<td>Total Disbursement for January 2019</td>
<td>$1,216,818.95</td>
</tr>
</tbody>
</table>

T. Alrutz made the motion for approval of bill sheet #1290, seconded by T. Crist, approved unanimously by the board.

BILL SHEET #1291: the following invoices for BOOKS, BINDING, INCIDENTALS AND PAYROLL, in the amount of $1,321,759.72, were certified as correct by the Library Director and were presented to the Board of Trustees for their examination and approval:

<table>
<thead>
<tr>
<th>Gross Payroll Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9, 2019</td>
<td>$238,335.27</td>
</tr>
<tr>
<td>August 23, 2019</td>
<td>$232,321.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Account</td>
<td>$311,141.43</td>
</tr>
<tr>
<td>Grant Account</td>
<td>$338,547.70</td>
</tr>
<tr>
<td>Endowment Account</td>
<td>$201,414.04</td>
</tr>
<tr>
<td>Total Disbursement for August 2019</td>
<td>$1,321,759.72</td>
</tr>
</tbody>
</table>

T. Alrutz made the motion for approval of bill sheet #1291, seconded by M. Rodriguez and approved unanimously by the board.

VI. Development Committee Report: (T. Crist)

- Deferred to November Meeting
- Gala will take place November 21st, 2019
  - Support from sponsors is off to a very strong start
- Philip Roth Lecture scheduled to take place on November 4th, 2019 - Sean Wilentz will be the guest lecturer.

- Operations Committee met on September 18th, 2019

  Facilities Updates
  - Rosemary Steinbaum will now be part of the Operations Committee for the buildings and grounds portion
  - T. Alrutz provided update on the following:
    1. Probe to determine structural integrity on Philip Roth room are due to be done, price will be based on results
2. Air conditioning unit also based on result of probes
3. Asbestos removal in progress
4. Commerce Street sold by City and once completed, NPL will get a share of the proceeds
   a. So far Commerce Street has not gone into closing yet
   b. The contact person with the City who negotiated the sale is no longer in that position, information is not readily forthcoming
5. Energy Saving Program – ESCO is still in process – talks with Prudential stalled until audit is complete.
6. City Capital – J. Trzeciak has spoken with Ben Guzman about getting a new appropriation.
   a. NJ Room
   b. HRIC redesign and relocation
   c. Roth room construction
   d. Basement storage
   e. Atrium restoration
   f. Marble restoration – completed
7. To date, the budget has not been received from the city
8. T. Alrutz went over budget, grant, and endowment reports for July and August 2019.

- **Community Engagement** – First meeting help on September 20, 2019 (L. Wells, J. Trzeciak, T. Crist and M. Rodriguez)
  - Priority of community engagement based on past experience
    1. Evaluate partnerships to access their impact beyond numbers and be able to link to the strategic plan ex. Partnership with NJPAC and Newark Public schools
    2. Communication about what’s happening at the library branches.
       a. How are we communicating with the community?
       b. Define our community as a whole and also the different communities that make up the whole
       c. Review data and demographics around the branches
          i. Engage the community to see what their interests are
    3. Conduct library tours and engage staff and community
    4. What does community engagement look like?
    5. Community Engagement Committee will meet 3rd Friday of every month

**VII.** The board invited public comments:
Comments were made by D. Moore, J. Rodriguez and L. Kahn

**VIII.** On a motion by T. Crist, seconded by M. Rodriguez, the board moved into Executive Session at 6:47 p.m.

**IX.** On a motion by T. Crist, seconded by T. Alrutz, The Board returned to public session at 7:14pm

Personnel resolutions discussed during the executive session were approved.

Ras J. Baraka
*Mayor, City of Newark*

Timothy J. Crist, Ph.D.
*President, Board of Trustees*

Jeffrey G. Trzeciak
*Director, The Newark Public Library*
In accordance with the by-laws Art.Sec.1 the Director recommends ratification of the following appointments and personnel actions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Change</th>
<th>Base Salary</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yancey, Jacqueline</td>
<td>Library Assistant</td>
<td>Leave of Absence (FMLA)</td>
<td>$29,204</td>
<td>7/22/19</td>
</tr>
<tr>
<td>See, Heather</td>
<td>Literacy Program Coordinator</td>
<td>Resignation</td>
<td>$66,000</td>
<td>8/5/19</td>
</tr>
<tr>
<td>Herrera, Ana</td>
<td>Librarian 1</td>
<td>Leave of Absence (FMLA)</td>
<td>$55,723</td>
<td>8/5/19</td>
</tr>
<tr>
<td>Duncan, Onolee</td>
<td>Library Assistant</td>
<td>Appointment Non-Competitive</td>
<td>$29,204</td>
<td>8/19/19</td>
</tr>
<tr>
<td>Franklin, Justin</td>
<td>Library Associate</td>
<td>Appointment Non-Competitive</td>
<td>$40,962</td>
<td>8/21/19</td>
</tr>
<tr>
<td>Novakovic, Michael</td>
<td>Data Processing Programmer</td>
<td>Resignation</td>
<td>$38,635</td>
<td>8/24/19</td>
</tr>
<tr>
<td>Reyes, Gladys</td>
<td>Senior Library Assistant</td>
<td>Retirement</td>
<td>$41,556</td>
<td>9/1/19</td>
</tr>
<tr>
<td>Rodriguez, Cianella</td>
<td>Payroll Clerk</td>
<td>Salary Increase</td>
<td>$69,314</td>
<td>9/2/19</td>
</tr>
<tr>
<td>Card, Maisy</td>
<td>Librarian 2</td>
<td>Transfer to Part-Time (30 Hours)</td>
<td>$24,358</td>
<td>9/3/19</td>
</tr>
<tr>
<td>Becker, Cynthia</td>
<td>Librarian 1</td>
<td>Resignation</td>
<td>$55,723</td>
<td>9/6/19</td>
</tr>
<tr>
<td>Herrera, Ana</td>
<td>Librarian 1</td>
<td>Return from Leave (FMLA)</td>
<td>$55,723</td>
<td>9/10/19</td>
</tr>
<tr>
<td>Arnold, Leala</td>
<td>Librarian 1</td>
<td>Salary Adjustment</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>Ayala, Juber</td>
<td>Librarian 1</td>
<td>Salary Adjustment</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>Blanding, Reginald</td>
<td>Librarian 1</td>
<td>Salary Adjustment</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>Gluck, Lena</td>
<td>Librarian 1</td>
<td>Salary Adjustment</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
</tbody>
</table>
T. Crist announced that the next meeting would take place on Wednesday, November 20th, 2019, at 5 p.m. in the Director’s Office – 3rd floor at 5 Washington Street, Newark, NJ 07102. The board adjourned at 7:15 p.m.

<table>
<thead>
<tr>
<th>Librarian</th>
<th>Salary Adjustment</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paulus, Rachel</td>
<td>Librarian 1</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>Tsekenis, Gus</td>
<td>Librarian 1</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>White, Ayoola</td>
<td>Librarian 1</td>
<td>$55,628</td>
<td>9/16/19</td>
</tr>
<tr>
<td>Myricks, Isidra</td>
<td>Library Associate</td>
<td>$44,769</td>
<td>9/16/19</td>
</tr>
</tbody>
</table>