

MINUTES  
GARFIELD PUBLIC LIBRARY

Board of Trustees

Library Office

REGULAR MEETING

Wednesday

November 18, 2015

1. The regular meeting of Wednesday, November 18th, 2015 was called to order at 7:04PM by President, Ruth Springer.
2. President, Ruth Springer asked for the Roll Call:

Present:       President, Ruth Springer  
                  Vice President, Erjon Gjoci  
                  Alternate for Mayor Tana Raymond, Wanda Lowney  
                  Director, Mary Jo Jennings  
                  Nicole Grillo  
                  Treasurer, Reginald Buggs, Sr  
                  Secretary, Donna Miller

Absent:

Alternate for Superintendent Perrapato, Judith Mucha

2. President, Ruth Springer read the following statement:

Pursuant to the Open Public Meeting Act, Chapter 231, Laws of 1976, adequate written notice of this meeting, together with the agenda of this meeting is to be:

- a) permanently posted on the Board's officially designated public bulletin board, located in the Garfield Public Library lobby, 500 Midland Avenue, in the City of Garfield,
- b) delivered to the Passaic Herald News, and the Community News, newspapers circulating in the City of Garfield,
- c) filed with the City Clerk of the City of Garfield; and
- d) mailed to all persons, if any, who have requested said notice, pursuant to Section 14 of Chapter 231, Laws of 1976.

1. It was moved by Reginald Buggs Sr., seconded by Nicole Grillo and unanimously carried to accept the Minutes from October 28<sup>th</sup>, 2015.
2. It was moved by Wanda Lowney, seconded by Reginald Buggs, Sr. and unanimously carried to accept the treasurer's report from October, 2015.

It was moved by Nicole Grillo, seconded by Donna Miller with objections by Wanda Lowney and Reginald Buggs and carried to accept the September 2015 treasurer's report with the budget reformatted to be uniform with July, 2015 and August, 2015 budget reports and resubmitted for vote in October 2015.

The reformatted budget has not been submitted in time for the November meeting.

3. Communication: None
4. Community Room: None

Director's Report:

- a) The Director is looking into T-Mobile tablets as well as awaiting the quote for new laptops.
- b) The Director received a quote for security cameras and system for the library for the ultimate coverage but it will need to be cut down a bit to be affordable for the library.
- c) A window company came to access the library windows and I was told they probably won't be able to do the job but he would check with his boss.
- d) There is still an odor that some people can detect from the sewer backup. The Director will look into ServicePro and other companies for prices.
- e) The Tree Lighting invitations were sent out. It will be held Thursday December 3<sup>rd</sup> at 7pm. The band will be performing this year.
- f) The 4-H club and the Director will be working together to start a "Seed" Catalog in the library next year. Seeds from the Community Garden will be collected to start the catalog where patrons can take a packet of seeds to plant when they harvest they will save the seeds and give back some to the library for the next patron.
- g) Our Children's Librarian will also be involved with programs for the children revolving around the community garden to grow your own food, eat healthy and exercise that will be our Summer Reading theme in 2016.
- h) The GHS Students are scheduled to decorate the library windows Monday Nov 23<sup>rd</sup> 2015.

It was moved by Nicole Grillo, seconded by Erjon Gjoci and unanimously carried to accept the director's report.

5. Old Business:

a.) Follow-up Meeting with City Manager

The meeting was Wednesday, November 11<sup>th</sup>, 2015 at 3:30pm attending were Ruth Springer, Reginald Buggs, Sr., Wanda Lowney and Tom Duch.

Tom Duch has been awarded grant money of one hundred thousand dollars for building improvements this year. He is

Progress has been made to secure 503(b) status for the Friends of the Library.

John Levin city attorney is researching specs for various building and grounds renovations.

The architectural firm of Arcari and Iovino has been retained. .

- b.) Strategic Plan Update  
Meetings will resume in January to formulate a plan for the library.

6. New Business:

- a.) Vice President Replacement, Erjon Gjoci, has been advised of his job responsibilities. He is filling Jim Miller's term.

- b.) Capital Improvement Suggestions/Recommendations

A meeting was held by Ruth Springer, Reginald Buggs, Sr. and Wanda Lowney to discuss suggestions and recommendations.

A walk through was done. Renovations were prioritized according to urgency of need to keep the building and grounds structurally safe and sound.

Garfield City engineer firm , Boswell, will be asked to review the suggestions and recommendations.

The 2008 report by Arcari and Iovino, will be reviewed to discuss updated designs and concerns. Ruth Springer will be meeting with a representative from the architect firm on Thursday, November 19<sup>th</sup>, 2015 at 11 am.

- c.) 2016/2017 Building Campaign

Professional fundraisers will be queried.

Other sources of funding will be researched.

7. Personnel:

- a.) Structure Hiring Practice was discussed. A bulletin board to post available job openings was created and placed in the front lobby.

- b.) Resumes for the part time accountant clerk position are being accepted.  
Temp agencies will be contacted.

8. Reginald Buggs, Sr. offered and Wanda Lowney seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of November 18th, 2015 of the Garfield Free Public Library Board of Trustees was adjourned at pm.

Resolution was unanimously adopted.

Respectfully submitted,

Donna Miller  
Trustee Secretary