

MINUTES
GARFIELD PUBLIC LIBRARY

Board of Trustees

Library Office

REGULAR MEETING
Wednesday
April 26, 2017

1. The regular meeting of Wednesday, April 26, 2017 was called to order at 7:08 PM by President, Ruth Springer.
2. President Ruth Springer asked for the Roll Call:

Present:

President, Ruth Springer
Vice President Erjon Gjoci
Director, Mary Jo Jennings
Secretary, Donna Miller
Treasurer, Reginald Buggs, Sr.
Alternate for Superintendent Perrapato TBA

Absent:

Mayor Richard Rigoglioso
Alternate for Mayor Rigioglioso, Jorge Ventura
Trustee, Stephanie Urgovitch

3. 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.
4. It was moved by Reginald Buggs seconded by Erjon Gjoci and unanimously carried to accept the Minutes from March 29 , 2017.

5. It was moved by Donna Miller , seconded by Reginald Buggs and unanimously carried to accept the treasurer's report from April 2017.

6. Communication:
 - a.) A letter from Mr. Boswell was received citing a Resolution No. 17-165, adopted by the City Council at a Regular Meeting held Tuesday, April 11, 2017, awarding a contract to Bergen County Structural Inspectors in connection with the abatement of asbestos containing materials at the Garfield Public Library.

 - b.) A letter from the City Council was received citing Resolution 17-153, establishing a Green Team Committee. The Library Director has been appointed as one of eleven members of this advisory team.

7. Community Room:

The room is unavailable until tile and painting repairs are finished.

8. Director's Report:
 - a) After the Director's meeting with the City Manager on March 30th at 1:30 pm. The Director started action to get the mezzanine and basement stack emptied of all contents to prepare for floor replacement. Tripping hazard.

 - b) The President of the Library Board of Trustees called for an emergency vote via email to pay to have the books removed from the mezzanine by a professional company.

 - c) The City Manager is to present to Council at April 11th meeting the need for this immediate action and vote on the bids presented.

 - d) The Library was closed on April 6th for the book removal to take place. The Library was closed Monday and Tuesday of April 10th & 11th for In House Training, Correcting the Garfield items in the Catalog, Staff Meeting for procedures when the library will be closed for future renovations.

 - e) The Board of Trustees held a Luncheon for the library staff in appreciation for all their work and to hear what the staff concerns are for the library. The Board stressed that they are open to suggestions and opinions from the staff as to what they see the library should be doing and heading in the future; anonymously if that made them feel safer.

- f) Auditor was here April 20th and April 21st. More papers need to be emailed to him to complete the audit.
- g) Monday April 24th I emailed the papers to Mrs. Tariza to do the Retro Payments for seven employees. She informed me she needed time to work on the Retro numbers and it would be ready for the next payroll cycle. I said that was OK and informed the staff not to expect it in this payroll. Tuesday Mrs. Tarzia emailed the paperwork on the Retro asking if the numbers were correct she would have it done for this payroll. Tuesday and Wednesday Mrs. Acevedo and I were double checking the numbers I informed Mrs. Tarzia of a couple of errors. I had more questions Wednesday that proved Mrs. Tarzia did have the correct information and I was wrong and the Retro numbers were good to go.
- h) The Director is looking to get the new flooring in the mezzanine and get the basement stacks flooring painted so that the books can be returned to the shelf and the Community Room can be used as soon as possible.
- i) I sent an email to Mr. Perrapato to inform him that Judy Mucha said she resigned from the Library Board of Trustees and I was not sure if she informed him but we need an alternate for him on the board as soon as possible. I realize this is not a priority for him but the Board would like someone who will be willing to work on the board and provide a better working relationship with the schools.
- j) The parade on Sunday starts at 1:30pm. The Trucks will be lining up at 11:30am. I understand it is rain or shine come prepared.
- k) Reginald Buggs gave his time and effort to repair laptops.

It was moved by Donna Miller seconded by Reginald Buggs and unanimously carried to accept the director's report from April 2017.

9. Old Business:.

- a.) Bids
Bids were presented to the City Council.
- b.) Strategic Plan
Coordinating activities with Centennial events will be attempted.
- c.) Security Cameras
Three bids have been acquired.

d.) Centennial Parade
See Directors Report.

e.) By-Laws
All signatures have been obtained.

8. New Business:

a.) Part Time Retro Pay
Discussion was held on the differentiation between part-timers versus seasonal help and its implications.

b.) Sunshine Law
Review of procedures was discussed.

c.) Board of Education
Efforts will be made to establish a functional relationship with members of the Board of Education.

9. Reginald Buggs offered and Erjon Gjoci seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of April 26, 2017 of the Garfield Free Public Library Board of Trustees was adjourned at 8:41 PM.

Resolution was unanimously adopted.

Respectfully submitted,

Donna Miller
Trustee Secretary