

MINUTES
GARFIELD PUBLIC LIBRARY

Board of Trustees Library Office

REGULAR MEETING
Wednesday, March 27, 2019

1. The regular meeting of Wednesday, March 27, 2019 was called to order at 7: 07 PM by President, Ruth Springer.
2. President Ruth Springer asked for the Roll Call:

Present:

President, Ruth Springer
Director, Mary Jo Jennings
Secretary, Donna Miller
First Vice President, Reginald Buggs, Sr.
Second Vice President, Stephanie Urgovitch

Absent:

Alternate for Superintendent Sciacca, Tana Raymond
Treasurer, Suny Mellawa
Superintendent Anna Sciacca
Alternate for Mayor Rigoglioso, Jorge Ventura
Mayor Richard Rigoglioso

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 Stephanie Urgovitch and unanimously carried to accept the Minutes from the February 2019 meeting.

5. It was moved by Reginald Buggs and seconded by Stephanie Urgovitch and unanimously carried to accept the treasurer's reports from March 2019.
6. Communication:
 - a.) A card from Michelle McDermott Miller regarding the quilts was received.
7. Community Room: None
8. Director's Report:
 - a) Garfield Library is collecting plastic for their bench. We have 335 lbs so far and I will be making weekly drops offs in an effort to keep it small.
 - b) Saturday March 2nd Ruth Springer, Suny Mellawa, and Donna Miller met with the potential Marketing Interns at 11am. We gave them tons of information to work on and they replied back to us to meet again to finalize a strategic marketing plan that another intern in the fall semester can start implementing.
 - c) The Director participated in a small groups meeting with BCCLS to talk about how to spend with Freeholder's money we receive with the new delivery system in mind and the net/lending system. Summary of all these meetings will be presented at the next System Council meeting.
 - d) BCCLS was offering Office Furniture the no longer need with their move to their new office location. The Director secured room dividers, 3 desks, 3 brown tables, 3 computer tables. Estimate for Certify my Move movers are \$667.00.
 - e) Library Links Town Hall meeting provided system information to the members.
 - f) I was notified by our Fire Alarm Service that an update to our system is needed with the addition of the elevator. Director is awaiting estimates.

It was moved by Donna Miller and seconded by Stephanie Urgovitch and unanimously carried to accept the director's reports from March 2019.

Old Business:

Elevator and Rest Room Construction Project Updates:

- a.) The Director took the week of March 11th 2019 off, during which a cement truck sank in the mud attempting to reach the elevator site and a second cement truck had to tow him out. Both trucks lost the cement they were carrying and the site needed to be cleaned as well as Midland Ave where dropping of mud lined the street from their coming and going. They cleaned up all the mess.
- b.) Also that week, Zn Construction was waiting for the Building Inspection to occur before they could continue.
- c.) Verizon was on the site Monday March 18th, writing up what needed to be done to move the lines so that work could continue on the elevator and they would be back in two weeks. The director started calling Verizon as well as Todd Hause the architect in charge of the project. They arrived Thursday March 21 to start the work and completed the work the same day. Construction was able to continue after they finished.
- d.) They have broken through in the basement for the elevator. Basement windows have started to be blocked in.
- e.) Restroom wall and floor tiles are installed. Spackling is currently underway with painting to follow. The toilets and sinks should be installed by March 29th.
- f.) Windows are on order and should be arriving in 4 to 6 weeks.

Foundation:

- a.) Registration papers from New Jersey State Division of Revenue were received confirming the Foundation 503 c status.
- b.) A meeting was held Tuesday, March 19, 2019. Discussion regarding fund raising goals and donor plaque flyers was held.

Friends of the Library:

Oranges and water will be provided to the staff for Library Worker Appreciation Day in April.

Library Appreciation Day gifts were discussed.

New Business:

- a.) Stephanie Urgovitch offered and Reginald Buggs seconded the following resolution:
GPL 2019-04.

BE IT RESOLVED, that the services of Michael Cerone will be secured as a consultant for the Garfield Free Public Library.

Resolution was unanimously passed.

- b.) President Ruth Springer attended a BCCLS strategic planning meeting. She was offered assistance with the intern program by Chelsea Coleman from the Bogota Library.
- c.) A donation offer from Zion Lutheran church for \$10,000.00 to create a MakerSpace was discussed.
- d.) Reginald Buggs offered and Stephanie Urgovitch seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of March 27, 2019 of the Garfield Free Public Library Board of Trustees was adjourned at 8:34 PM.

Resolution was unanimously adopted.

Respectfully submitted,

Donna Miller
Trustee Secretary