

MINUTES  
GARFIELD PUBLIC LIBRARY

Board of Trustees                      Library Office

REGULAR MEETING  
Wednesday, November 27, 2019

1. The regular meeting of Wednesday, November 27, 2019 was called to order at 7: 00 PM by President, Ruth Springer.
2. President Ruth Springer asked for the Roll Call:

Present:

President, Ruth Springer  
First Vice President, Reginald Buggs, Sr.  
Second Vice President, Stephanie Urgovitch  
Director, Mary Jo Jennings  
Secretary, Donna Miller  
Treasurer, Suny Mellawa  
Alternate for Superintendent Anna Sciacca: Marie Marx

Absent:

Mayor Richard Rigoglioso  
Alternate for Mayor Rigoglioso, Jorge Ventura  
Superintendent Anna Sciacca

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 October 2019 meeting.
5. It was moved by Suny Mellawa and seconded by Reginald Buggs and unanimously carried to accept the Treasurer's Reports November 2019.
6. Communication:
  - a. Warranties and Closeout Documents pertaining to the windows was received.
  - b. Garfield Black History Committee sent a letter requesting an ad purchase for their Black Tie 2020 Gala.
7. Community Room: None
8. Director's Report:
  - a. Leann Lydon's disability leave has been extended to Dec. 2<sup>nd</sup> 2019.
  - b. Census people will be here to recruit people to train for 2020 Census and they will train them here are the library. Details to follow.
  - c. Thursday, Nov 21<sup>st</sup> Final State Inspection on the elevator and fire alarm.
  - d. Solar shades installed in Community Room paid with money that the Whittle Ones have paid to date.
  - e. Weds evening Nov 20<sup>th</sup> there was an incident at the library. The Director called Police Fri., Nov. 22 in the AM after learning about it the evening before.
  - f. Discussion regarding the implementation of background checks was held.

It was moved by Suny Mellawa and seconded by Stephanie Urgovitch and unanimously carried to accept the Director's Report.

9. Old Business:

Arcari Update:

All contracted projects are done.

Foundation:

A treasurer candidate has been offered a position.

The next meeting will be Tues., Dec. 17 at the Firehouse.

Friends of the Library:

A meeting was held on Sat., Nov 23<sup>rd</sup>.  
Assignments were given.  
Activities for next year were planned.  
A presentation will be made at the Tree Lighting  
The next meeting will be on Sat., Dec. 14 at 10am in the Library

Polaris regarding School IDs:

The Garfield Student ID numbers are not compatible with the BCCLS  
Polaris system.

Work session:

The Marketing Report done by the interns from William Paterson  
University was reviewed.  
Due to the limited survey response, it was suggested we might consider posting  
on Facebook or enlisting students needing community service.  
Possible promotional ideas are creation of a logo and posting a picture of the  
Board of Trustees on the digital message board.  
Feasibility of Student ID numbers to access digital library materials was discussed.

Tree Lighting:

The tree lighting will be on Thursday, December 5 at 7 pm.  
Marie Marx will post it on the Garfield Events Facebook page.  
The Director will contact Giovanni's for sandwich wraps.  
Entertainment will be provided by the Hispanic Alliance, Suny Mellawa, a

10. New Business:

- a. Work Session Schedule 2020  
Tuesday, March 24; June 9<sup>th</sup>, Sept. 8<sup>th</sup>, Dec., 8<sup>th</sup> at 6:30.  
The next regular Board of Trustees meeting will be held on Monday, December  
23.
- b. NJ Construction Bond Act
- c. Personnel  
Information regarding pay adjustments will be provided.

RESOLUTIONS for November 2019 meeting

1. Suny Mellawa offered and Stephanie Urgovitch seconded and unanimously passed the following resolution GPL 2019 - 15:

BE IT RESOLVED that the working session for the Garfield Board of Trustees will meet quarterly in the Board room of the second Tuesday. The following dates have been approved:

Work Session Schedule 2020  
Tuesday, March 24; June 9<sup>th</sup>, Sept. 8<sup>th</sup>, Dec., 8<sup>th</sup> at 6:30.

The resolution has passed.

Reginald Buggs offered and Suny Mellawa seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of November 27, 2019 of the Garfield Free Public Library Board of Trustees was adjourned at 9:09 pm.

Resolution was unanimously adopted.

Respectfully submitted,

Donna Miller  
Trustee Secretary