

MINUTES  
GARFIELD PUBLIC LIBRARY

Board of Trustees      Virtual

REGULAR MEETING  
Wednesday  
March 31, 2021

The regular meeting of Wednesday, March 31, 2021 was called to order at 7:05 PM by President, Ruth Springer.

President Ruth Springer asked for the Roll Call:

Present:

President, Ruth Springer  
Secretary, Donna Miller  
Treasurer Suny Mellawa logged in 7:07 PM  
First Vice President Stephanie Urgovitch logged in 7:09 PM  
Alternate for Mayor Richard Rigoglioso Raymond Rivas  
Alternate for Superintendent Anne Sciacca, Marie Marx  
Director, Mary Jo Jennings

Absent:

Superintendent Anna Sciacca  
Mayor Richard Rigoglioso

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.

Due to the current COVID-19 quarantine, notice of this meeting was posted electronically on Facebook, the city webpage, and the Garfield Free Public Library webpage.

It was moved by Suny Mellawa and seconded by Marie Marx and unanimously carried to accept the Minutes from February 24, 2021.

It was moved by Suny Mellawa and seconded by Stephanie Urgovitch and unanimously carried to accept the treasurer's reports from March 2021.

#### Communications:

An email from Mayor Rigoglioso was received naming a possible Board Trustee candidate.

Community Room: None

#### Director's Report:

Monday March 22, 2021, I attended a meeting with the Mayor, City Manager and President of the Library Board of Trustees. We discussed further grants opportunities that will be looked into. The Mayor stated that the Library needs to move forward. Instead of just asking the Mayor what does he see that the library needs to do to move forward, I am posing this statement to each member of the Library of Trustees. I am getting the feeling that I am not hearing or not seeing where I should be heading the library towards.

I believe I have shared what I felt was needed for the library and what needed to be done. I am wondering if I have not shared my wish list with all the Trustees. I will share now with where I started on my list journey from 2010 to 2021 and beyond. Strike outs appear because it was accomplished.

#### **Wish List created after New Director's Seminar by the NJ State Library:**

~~WiFi~~

ESL Classes&/or Tutoring

Computer classes

YA Programs: Computer Gaming – Competition, Guitar Hero

YA after school Counselor on staff

Adult Programs

~~Improved Website with Pages for Adult, YA, Children's~~ — Speak Out for YA as well as Bk Talks, Poetry and

Blogs. Mom links and blogs under children

~~Handicap Access to upstairs stacks, Bathroom, to Community Room~~

Quiet/study rooms

~~YA Area~~

Media room

## 2016 Wish List

~~Re-Establish Friends of the Library~~  
~~Established Library Foundation~~  
~~Handicap Compliant Facility~~  
~~New Energy efficient windows~~  
~~Security Cameras inside & outside~~  
~~Panic button at front desk~~  
~~Flooring painted in Basement stacks~~  
~~New Lounge seating in Main Reading room~~  
~~Window treatment for Main Reading, Processing, Community and Children's rooms~~  
~~New work chairs~~  
~~Basement floor painted~~  
~~Ceiling Tiles~~  
~~Repave parking lot~~  
~~Outside rail and doors painted~~  
~~Nature path in woods behind library building~~  
~~Shed for garbage – Scout Project~~  
~~Separate shed for equipment storage – Scout Project~~  
~~Greenhouse~~  
~~Garden Plot/Containers~~

~~Shredder~~  
~~Wireless Microphone with speaker~~  
~~Laptop Compatible projector~~  
~~Storage cabinets for laptops to recharge~~  
~~Fax Service~~  
~~Scanner~~  
~~Color Printer~~  
~~New book/Media Return Drop~~

~~Nooks, Kindles, Tablets~~  
~~Wii system and games~~  
~~Music Pods~~  
~~Smart Board – repair?~~

~~Computer room~~  
~~Quiet room~~  
~~YA room~~  
~~Historical room – currently store their collection in the basement. NEED upstairs presence~~

~~Adult programming~~  
~~Computer Classes~~  
~~ESL Classes~~  
~~Citizenship Classes~~  
~~Job Search Group~~  
~~Book Discussion Group~~

Writing Workshops  
Arts/Crafts Programs  
Cooking Programs  
Yoga  
Concerts  
Author Visits  
Cultural Programs  
IRS Tax assistance for Seniors

Children's Programs  
After school homework/tutoring with trained teacher/councilor  
Writing classes  
Game Night  
Book Talks  
Family Board Game Night or afternoon  
Family Movie Night or afternoon  
Star Gazing night  
Cooking, Gardening, Art n Crafts Programs  
Author visits  
Cultural Programs  
Read to Kids at the Library  
Read to Dogs

Regular Cleaning service  
Full Time Custodian  
~~Full time Head of Circulation~~  
Full time YA Librarian  
Full time IT person  
Full time Office Manager/Secretary

### **2019 Additions, Repairs and Improvements & Wish List**

**Most the 2019 accomplishments were due the Mayor and Council's support**

~~Elevator Installed~~  
~~Two Sump Pumps installed in basement~~  
~~Sewer caps in the basement repaired~~  
~~Additional drainage behind the building done~~  
~~Extended Patio with retaining wall~~  
~~New Ceiling and new lights in the Community Room and basement hall~~  
~~NEW windows throughout the library~~  
~~New roof on part of building~~  
~~New cement curbs in parking lot and street~~  
~~New Solar Shades in Community Room~~  
  
New Parking Lot—repaved and painted

~~Renovated upstairs Bathrooms—1 ADA compliant~~  
Heat curtain in lobby  
Divider to Children's room  
New ADA compliant Circulation desk  
~~Paint the Community Room, Basement Hall, Board room~~  
Paint the downstairs hall and stairwell  
Paint and new flooring in the Processing room  
New flooring for the main level stacks

Recommendation for Health Dept: to have a Breast feeding area.

What I still wish and dream for the Garfield Public Library is to be a GREEN as possible.  
Recycle, Reuse.

Solar panels, solar heating and air conditioning,  
Air Filtration system in the library.  
Ideally would be to have a controlled environment system for the books, people and the  
Historical Society's items.  
Second Level to house quiet/study rooms that could open to one large conference room  
Touch free lighting throughout the building  
Touch free toilets and faucets

Staff Development day  
MORE Staff

I have implemented staff reviews, and for the first time in recorded history of the Garfield Public Library had the Board of Trustees review the Director.

During COVID the Library had pick up service only starting July 6<sup>th</sup> 2020. September 18<sup>th</sup> the Library opened with limited services, restricting patrons to 30 minutes in the library. NO browsing and NO sitting. Patrons could use the computers, copies and pick up their requests.

I had hand sanitizers in place a year before COVID. I have had staff follow the guidelines from CDC as well as NJ State Library and conferred with the City Nurse of Garfield on issues to make sure the library staff and patrons were being protected to the best of my ability.

I have been working with the Garfield Police and their IT person to obtain the old cameras for library security and then was told by their IT person that we should get new ones. We have been having difficulty getting him here to discuss where cameras are needed. I would prefer to use another vendor for the library cameras. I also feel that the police do not need to have to view our screens. We could have all the cameras setup and have retained video if the police need to view it as does the Boys and Girls Club of Garfield. I know that it should be paid for under the Cares Act.

I realized the importance of opening the library for the community back in September and I do not feel it is wise to state when we will be opening fully to the community when our own public buildings are waiting for guidance on how to open to the public. Out of the 77 Libraries

in the BCCLS, 26 still ONLY have curbside service since the lockdown last March. There are some libraries that have opened fully and to be honest, I don't know how they are able to do that and sleep at night. The state of New Jersey is still in a Health Emergency.

I have always operated and managed the library with spending as wisely as possible the citizen's money to best service them and protect them and the staff. I have made errors in the past and believe I have learned from them and have evolved to make better decisions. I defer to experts in many fields that I have come in contact over the years and continue to increase my knowledge in those areas as well as Librarianship and Management, my area of expertise. It would be appreciated to receive the same respect I give to other professionals in their fields. I like to believe I have both feet firmly on the ground by learning, usually the hard way of what can and cannot be done and how to work on getting the impossible to happen. I believe in sustainability in all projects. The receipt of grant awards that start up projects are wonderful, if I have the means to sustain them I would love them even more.

I work on the basic foundation of the building itself to be repaired, updated and maintained since we were not getting a new building. From there I work and plan alongside my 76 other colleagues to offer the best we can afford with the budgets we have to work with. BCCLS is a great part of Garfield Library keeping us up to date with services and products for all the communities and support of all the library staffs. A group of professionals in their field doing the best we can for our communities.

IF that is not where I should be heading or what I should be getting accomplished, the Board needs to communicate what vision you have for the library to me in greater detail.

It is my job as Director to manage the library and work with the Board to accomplish these visions. The Strategic Plan is where all this takes place and in my annual review.

I will also be preparing an Annual Review from me to the Board. This is more a review of my years as Director for the Garfield Public Library and should not be in an Annual Review. It was lengthy because It's the work of 21 years.

Also at the Monday March 22, 2021 meeting, I attended with the Mayor, City Manager and President of the Library Board of Trustees. The City Manager was not pleased with the maintenance of the woods behind the library.

DPW has been working last week and this week in clearing out all the dead and fallen trees behind the library and cutting all the growth along the top of the Retaining wall, including the stumps that have ruined the fencing.

Saturday March 27<sup>th</sup> The Director called the Garfield Police to remove a patron who would not comply with wearing a face mask. The officers handled the situation in a calm and professional manner and arrested the patron.

Also on Saturday the WiFi system was upgraded by Desktop Services and the back door to the library was repaired Innovational Construction & Design.

The fire inspector has been back to the Library several times. I informed his chief that we would not be ready for the re-inspection until after Saturday March 27<sup>th</sup> when the back door would be fixed and the alarm system would be tested but he arrived before Saturday.

Our BCCLS delivery person kept leaving the back door unlocked after making deliveries when the library was closed. The library keys have been taken away from him as a result. This has been the reason the police were able to enter the building on their routine rounds.

We also had a patron complain on Saturday that she was not given extra time because no one was in the library. We explained to her that the 30 minute limit in the library is due to the Health Emergency and these are the rules that need to be followed until the situation is changed. She continually does not comply with a total of 30 minutes in the library. She will have her 30 minutes on the computer then proceed to use the copier and ask for a stapler and or paper clips and white out and wants to sit and organize her papers then uses the facilities before she leaves. She is operating her business in the library which tends to wear on all the staff nerves because she won't comply with the rules of the library. She wants to know who to complain to and is told to speak with the Director; she says she'll complain to City Hall. THIS is the point that has irritated me for years. If patrons do not wish to complain to me, they NEED to complain to the Library Board of Trustees NOT City Hall. Education on a City level is needed. It is the Library Board of Trustees that is held responsible after the Director for complains against the library or the library staff. The Board of Trustees hires the Director and staff of the library NOT City Council. It is the Library Board of Trustees that creates Policy for the Library.

#### Old Business:

##### Garfield Free Public Library Foundation Update

A brief Virtual Foundation Meeting was held on Tuesday, March 16<sup>th</sup> at 6:30 PM.  
Reggie Buggs is now President.  
Discussion was held to finalize office positions in order to write checks.

##### Friends of the Garfield Library Update

A Virtual Friends of the Library meeting was held on Saturday, March 20.  
The theme was "Spring into Books".  
A follow-up membership call out program is in progress.  
Events in the planning stage are a monthly book sale in the Library parking lot, a Halloween Tea on Sunday, October 24<sup>th</sup> trip to Tanglewood and membership card distribution.  
A budget meeting was held on Saturday, March 27.

NJCB ACT

The deadline was March 1, 2021 for financial paperwork. Paperwork was submitted by David Biunno.

The Mayor would like us to re-apply.

State instructions were received and are being reviewed by David Biunno, architect - Ed Arcari, Garfield CFO - Roy Riggitano, and the Director.

Trustees Vision for the Future:

The work session was held on March 9<sup>th</sup>.

Topics were strategic planning, the logo design, and trustee visions for the future.

Strategic Plan was revised.

Survey raffle was discussed. Marie Marx is donating fifty dollars of Dunkin Donuts gift certificates. Ruth Springer has donated fifty dollars worth of Price Rite Certificates.

The survey is scheduled to be sent/ posted on May 1 with an ending date of May 15<sup>th</sup>.

Library LOGO

Reggie Buggs redesigned the logo and created a sample donation letter.

Suggestions for revisions were given.

New Business:

Strategic Planning Action:

The Director will meet with Brad of Creative Library Concepts to analyze our library floor plan.

The Director will meet with Security Camera salesmen next month.

The DPW has cleaned out trees and rubbish behind the library.

Personnel:

Possible contracting of marketing person and an IT person as vendors was discussed.

Mini Cares Act

A grant with awards of \$1,000 up to \$10,000 is available for computer equipment.

Centennial:

Linda Jackson and President Springer went to the Venetian to book the catering hall for Thursday May 25, 2023 for the GFPL Centennial Gala. The tickets will be \$150.00.

Fundraising activities will be planned at a meeting on Saturday, April 10 at 12PM in the Community Room.

Stephanie Urgovitch offered and Suny Mellawa seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of Wednesday, March 31, 2021 of the Garfield Free Public Library Board of Trustees was adjourned at 8:28 PM.

Respectfully submitted,

Donna Miller  
Trustee Secretary