

MINUTES
GARFIELD PUBLIC LIBRARY

Board of Trustees Regular

REGULAR MEETING
Wednesday
October 27, 2021

The regular meeting of Wednesday, October 27, 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
Director, Mary Jo Jennings
Secretary, Donna Miller
Second Vice President Jazzmine Paz; Virtual
Alternate for Superintendent Anne Sciacca, Marie Marx Virtual log out
8:00pm
Mayor Richard Rigoglioso Virtual- log in 7:09 pm log out 7:50pm log in
8:10pm

Absent:

Superintendent Anna Sciacca
Alternate for Mayor TBA
First Vice President TBA
Treasurer Suny Mellawa

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 Marie Marx and seconded by Jazzmine Paz and unanimously carried to accept the Minutes from June 2021.

There were no minutes for September 2021 as a quorum was not achieved.

It was moved by Donna Miller and seconded by Jazzmine Paz and unanimously carried to accept the treasurer's reports from July, August, September and October 2021.

Communications:

Notification has been received from Pamela Piro the Board of her decision to take an early retirement package offered by the City of Garfield.

Community Room:

The Whittlers group have returned.

September Director's Report:

- Director attended:
 - ✚ 2pm July 13th NJ State Library Director's check in
 - ✚ BCCLS Parliamentary Procedures webinar on July 15th; NJ State Trustee's Check In
 - ✚ NJ State Library ECF webinar
 - ✚ Sew Sistas came to the library to discuss Quilt #4 to be revealed at Tree Lighting
 - ✚ August 10th NJ State Library Director's check In
 - ✚ August 12th met with members from the RSF air filtration company to get costs for the library; Brad from Creative Library Solutions regarding cost of shelving; New Jersey State Library Trustee Check In
 - ✚ BCCLS Tech Committee Introduction to VEGA platform for BCCLS consideration on August 19th
 - ✚ Friends meeting August 27th 10 am for Sept Book Sale and Street Fair
 - ✚ Charles Hughes to upgrade our coin machine for the copier to accept credit/debit cards.

- ✚ I attend LIVE or watch video of every Governor Murphy Facebook LIVE since March 2020 to keep updated with the latest on COVID and Executive Orders.
 - ✚ As noted above, I attempt to be at the Monthly Check Ins for Director's and Trustee's to be aware of any updates or problems being presented to the State Library or watch the archive.
- The leak in the Library's Main Reading room was repaired. There was a problem with the drain in that area that has been remedied in July.
 - Received cost to replace the broken railing.
 - Library Survey winners were announced, no one has picked up their gift card.
 - Evaluations of the staff were started the week of July 19th.
 - July 30th the Library received a donation of \$1,250.00 to purchase Children's books for READ to KNOW organization.
 - August 10th BCCLS upgraded the hard drives on the rest of the staff computers and the public computers.
 - Hurricane Ida brought 2 inches of water into the Library Basement. After shop vac and cleaning floors, the new flooring is still sealed to the ground. We did lose internet which was a Verizon problem. BCCLS called them and there were here Friday Sept 3rd to repair. Mid afternoon the printer stopped working. Placed an order for a new one.
 - Sept 9th NO water after the rain threat overnight.
 - Sept 11th Garfield Service Day 9am at the Recreation Center to beautify the City; Friends of the Library Book Sale 11-4pm; Centennial Committee meeting at 12noon.
 - BCCLS bill will be increasing by 4% nearly \$50,000. There is a new platform changed to the system, the Technology report and upgrades will be presented next month Oct 28th 2021 at 10am System Council Meeting.
 - Lauren Magielnicki, Children's Librarian and the Director are testing a new publishing company for our book purchases to the slowest delivery from Baker & Taylor.
 - Library also has HOTSPOTS that are now available for patrons to borrow. The school children in the district have been provided with technology during last school year. These HOTSPOTS are to assist those seeking employment who no longer have internet server.
 - If it weren't for the new windows the library basement would have had a major flood. The water line could be seen half way up the window. So much water came so fast with

Hurricane Ida the sump pumps and drains couldn't keep up. Flooring is still in good shape.

- A Staff Development Day has been planned for Oct 14th from 9:30am to 1pm with Lodi Library. Garfield Library will be hosting. Staff will have lunch from 1pm to 2pm and then the Library will open at 2pm.
- Author Talk is Planned for October 5th starting at 6:45pm in person and LIVE on Facebook. Author Sara M Schaller will speak about the 2nd book in her Trilogy. Sara was born in Garfield before moving to Colorado.
- I will give a separate report for Air Filtration, Update on NJConstruction Bond Act project and ARPA grant under OLD business.

October Director's Report:

- Director attended:
 - ✚ Both the Director's and the Trustee's New Jersey State Library Check-In for the month of October. I highly recommend that the Trustees view them at their convenience. These are archived. Reminder there are Webinars online that you can use for your Training credits for the State Report. 7 hours are required for the WHOLE BOARD TOTAL every year, NOT each Trustees.
 - ✚ Tuesday Oct 12th met with the Architect and Contractor regarding the New Jersey Construction Bond Act award to redo the basement bathrooms and Kitchenette. As of Oct 20 I am still waiting for the schedule for construction. Contractor was waiting for the permits to be released.
 - ✚ Thursday Oct 14th attended the Garfield Prevention Coalition via Zoom.
 - ✚ Attended all the Governor's COVID updates either LIVE or viewed later.
 - ✚ October 19th attended the Foundation Meeting.
- Friends held an OUTDOOR Book Sale October 16th in addition to the continuous lobby book sale in the Library.
- Tuesday Oct 5th the library hosted In Person and Facebook LIVE Author Talk with Sara M. Schaller. A Garfield born author who lives in Colorado. Approx 7 attendees in person thanks to her having family and friends in Garfield.
- Hispanic Heritage Culture Reading on Saturday Oct 16th produced zero attendees in the morning and the afternoon programs offered.

Old Business:

Arcari Update:

Schedules and permits are being waited for from the contractor.

Garfield Free Public Library Foundation Update;

Recruitment of board members is necessary due to resignations.

Possible hiring of a professional fundraiser was discussed.

The wine and cheese capital campaign kick off is scheduled for the spring.

Friends of the Garfield Library Update:

A meeting was held on Friday, August 27th to plan for the Book Sale.

An outdoor book sale was held on Sat. Sept 11, 2021.

The Friends participated in the Garfield Street Fair on Sunday, Sept. 26.

A meeting was held on Saturday, Oct.9th at 10:00am.

An outdoor book sale was held on Sat. October 16th.

Complete minutes will be posted on the Library website.

Library Centennial Committee Update:.

A presentation by Birdy, a media consultant was held at the meeting on Saturday, Sept. 11, 2021.

A meeting was held on October 9.

Three honorees were selected.

An essay contest will be held for middle school and high school students.

A poster contest will be held for elementary students.

An email address has been established.

A fundraiser at Wendy's Rt. 46 will be held on Nov. 16th.

Possible fundraisers are a Holiday Raffle, and Applebees.

Ticket prices maybe \$125.00. for the Thursday, May 25, 2023 gala at the Venetian.

New Logo Approval: Tabled

Community Survey Update:

Four prizes (2 adults, 2 children) were chosen on July 15.

Prizes were available for pick up at the library.

None of the winners came to pick up their prize

New Business:

Audit:

Copies of the audit are available for the Trustees to pick up

The City Manager, City Clerk's office and CFO have received them.

Library Hours 2022:

Jazzmine Paz offered and Richard Rigogolioso seconded the following resolution
GPL 2021 - 06

BE IT RESOLVED that the closure dates for the library 2022 are as follows:

I. Dates Closed for 2022

- Sat Jan 1
- Mon Jan 17
- Fri Feb 11
- Sat Feb 12
- Mon Feb 21
- Fri Apr 15
- Sat Apr 16
- Mon May 30
- Mon Jun 20 for Juneteeth June 19th
- Sat Jun 25
- Sat Jul 2
- Mon Jul 4
- Sat Jul 9
- Sat Jul 16
- Sat Jul 23
- Sat Jul 30
- Sat Aug 6
- Sat Aug 13
- Sat Aug 20
- Sat Aug 27
- Sat Sep 3
- Mon Sep 5
- Mon Oct 10
- Fri Nov 11
- Wed Nov 23 Early Closing 6 pm
- Thu Nov 24, Fri Nov 25 & Sat Nov 26
- Fri Dec 23 & Sat Dec 24 & Mon Dec 26
- Fri Dec 30 & Sat Dec 31

The resolution has been unanimously passed.

Library Board Meeting Dates 2022:

Jazzmine Paz offered and Richard Rigoglioso seconded the following resolution
GPL 2021 - 07:

BE IT RESOLVED to accept the following GFPL Board of Trustee meeting dates
for 2022.:

II. Library Board Meeting Dates 2022

January 26

February 23

March 30

April 27

May 25

June 29

September 28

October 26

November 30

December 28

The resolution has been unanimously passed.

Richard Rigoglioso offered and Jazmine Paz seconded the following resolution
GPL2021– 08:

BE IT RESOLVED that the Spencer Savings Bank Account
#800894404 is the Operating Expenses account for the library.
#800894420 is the donation account for the library labeled Equipment Account.
#801401613 is the Payroll Account for termination payouts according to the
union contract that the Library Board of Trustees is liable.
#801400835 is the Escrow Account for non-capital improvements/renovations.

The resolution has been unanimously passed.

Personnel:

The job opening created by the early retirement of an employee will be posted in house within the month
Due to an increase in library appropriation monies based on the increase in population, the library also needs to hire a nonprofessional. This job will also be posted.
Discussion was held regarding a marketing person hired as a vendor.

Tree Lighting:

The tree lighting will be held on Thursday, December 2 at 7:00pm.
The 4th Garfield Quilt will be unveiled.
Light Refreshments will be served. Entertainment TBA.
The tree will be decorated the Saturday before Thanksgiving.

Richard Rigoglioso offered and Jazzmine Paz seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of Wednesday, October 27, 2021 of the Garfield Free Public Library Board of Trustees was adjourned at 8:30 PM.

Respectfully submitted,

Donna Miller
Trustee Secretary