

MINUTES  
GARFIELD PUBLIC LIBRARY

Board of Trustees          Virtual

REGULAR MEETING  
Wednesday  
February 23, 2022

1. The regular meeting of Wednesday, February 23, 2022 was called to order at 7:09 PM by President, Ruth Springer.
  
2. President Ruth Springer asked for the Roll Call:

Present:

President, Ruth Springer  
Secretary, Donna Miller  
Treasurer Suny Mellawa  
First Vice President, Jazzmine Paz Virtual  
Alternate for Superintendent Anna Sciacca, Marie Marx Virtual  
Director, Mary Jo Jennings

Absent:

Superintendent Anna Sciacca  
Mayor Richard Rigoglioso  
Alternate for Mayor Richard Rigoglioso Raymond Rivas

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.

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.

4. It was moved by Suny Mellawa and seconded by Jazzmine Paz and unanimously carried to accept the Minutes from January 2022.
5. The February Treasurer's report has been accepted and bills will be paid.
6. It is recommended that the Board Treasurer meet with the Bookkeeper for clarification of Financial Report procedures.
7. Communications: None
8. Community Room: None
9. Director's Report:

Director's Report:

- Director attended:
  - ✚ Both the Director's and the Trustee's New Jersey State Library Check-In for the month of December.
  - ✚ All the Governor's COVID updates either LIVE or viewed later.
  - ✚ Civil Service PERS webinar on Feb 9<sup>th</sup>.
  - ✚ Garfield Prevention Coalition meeting Feb 10<sup>th</sup> the library will be collaborating with GPC for Nutrition Month to enter "Celebrate a World Of Flavors" contest.
- Friday February 11<sup>th</sup>, since the library was closed the director had the hall by the upstairs bathrooms painted. Contacted the electrician to install new lights there as well still waiting on that.
- The Director is almost finished with the New Jersey State Aid Report. And will start on the 2021 Annual Report once the State Report is submitted.
- Waiting on the electrician to install the ether cable for the new coin vending machine for the copier.
- Due to the sewer backup Able Tex came in to clear the lines inside the library and gave some recommendations to the Director to have corrected before the close up the bathroom renovations so this would not happen again. The Architect contacted the City manager regarding the work change orders that needed to be done and was informed the City has no money outside the scope of the grant for these changes. The Library will have to cover the expenses.

- The Director would like to hold at least one half day session of Staff Development/Meetings once a quarter this year according to the following schedule:
  - March 24th 2022
  - June 23rd 2022
  - September 22nd 2022
  - December 29th 2022

Each day starting at 9:30 am to 1pm, with the Library being Closed for that time and opening at 1pm.

### **Old Business:**

#### **Centennial Committee Report:**

A meeting was held on February 19<sup>th</sup>.

A pancake breakfast fundraiser will be held on Saturday, February 26 at Applebee's.

Fundraisers involving Chipotle and Panera are being planned.

A Big Money Raffle will be held in January 2023. Raffles will be \$100.00.

A tier package has been produced for sponsor.

Ad journal information is being researched.

The poster and essay contests end February 22<sup>nd</sup>.

The next meeting is March 12<sup>th</sup>.

Christopher Shupenko will begin working on historical tie-ins in May.

#### **Garfield Free Public Library Foundation Update**

Membership drive is being held.

#### **Friends of the Garfield Library Update**

A meeting was held on February 19<sup>th</sup>.

The next meeting will be March 12<sup>th</sup>.

The creation of an online store is being discussed.

Book sale dates were selected.

Sale dates are May 14, June 11, Sept. 10 and Oct. 8.

Rain dates are the following Saturday.

### **New Business:**

## **By Laws Update**

Suny Mellawa offered and Donna Miller seconded the following resolution:  
**GPL 2022 - 03.**

BE IT RESOLVED, that the Trustee term date is January first until December 31<sup>st</sup>.

Resolution was unanimously adopted.

Suny Mellawa offered and Jazzmine Paz seconded the following resolution:  
**GPL 2022 – 04.**

BE IT RESOLVED, that the Reorganization Meeting shall be held on the first Wednesday in January.

Resolution was unanimously adopted.

### **Committees**

In accordance with the Strategic Planning, the following committees will be implemented: Event Planning and Public Relations.

Suny Mellawa offered and Donna Miller seconded the following resolution:

BE IT RESOLVED, that the Regular Meeting of Wednesday, February 23, 2022 of the Garfield Free Public Library Board of Trustees was adjourned at 8:31 PM.

Respectfully submitted,

Donna Miller  
Trustee Secretary