

MINUTES  
GARFIELD PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Wednesday  
February 22, 2023

The regular meeting of Wednesday, February 22, 2023 was called to order at 7:00 PM by President, Raymond Rivas.

1. President Raymond Rivas asked for the Roll Call:

Present:

President, Raymond Rivas  
Vice President Ruth Springer  
Treasurer Suny Mellawa  
Secretary Michael Kupec, Jr.  
Trustee, Thomas Derr  
Alternate for Superintendent Anna Sciacca, Marie Marx (via Zoom)  
Alternate for Mayor Richard Rigoglioso, Christopher Braitsch (via Zoom,  
but cannot vote)  
Director, Mary Jo Jennings  
Mayor, [Richard Rigoglioso](#)

Absent:

Superintendent of Schools, Anna Sciacca

2. President, Raymond Rivas 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:
- 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
- delivered to the Passaic Herald News, and the Community News, newspapers circulating in the City of Garfield,
- filed with the City Clerk of the City of Garfield; and
- 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, and the Garfield Free Public Library webpage.

3. Motion made by Suny Mellawa to accept the January 25th Minutes and seconded by Raymond Rivas.

Motion passed unanimously.

#### 4. Director's report

- ❖ Hoopla - [Mary Jo Jennings](#) suggested that we, based upon "usage", move from the \$5K to the \$10K annual subscription. Before making a decision, the Trustees expressed their interest in reviewing the contract. [Mary Jo Jennings](#) indicated that she would email the contract to the Trustees. For future reference, it was noted that perhaps Hoopla could be funded by local business.
- ❖ Motion made by Michael Kupec Jr. ..."To void the existing \$10K check for Hoopla service. And that we will hold off on issuing a check until the Trustees have had the opportunity to review the contract. If after our review, it seems appropriate, a check in the amount of \$10k will be issued." Seconded by Raymond Rivas. Motion passed unanimously.
- ❖ Sewer Line - Rather than redoing the sewer line...it will be cleaned at a frequency of approximately every 3 months to prevent "backflow". (It will be cleaned quarterly until the \$25K from the City runs out.) [Mary Jo Jennings](#) will research pricing ...and does not expect it to cost more than \$1K per cleaning.
- ❖ Restrooms - Are all fully functioning.
- ❖ Roll Away Shelving Units - Given the success with the Roll Away Shelving Units, Mary Jo Jennings proposed acquiring an additional 6-7 for the adult side. She noted the price has increased to approximately \$12K per unit.

Approval of Checks - Motion made by Suny Mellawa "To approve the checks presented." Marie Marx seconded the motion. Motion passed unanimously.

5. Communications - Only item is one dealing with Personnel.

#### **OLD BUSINESS:**

Centennial Committee Report - Ruth Springer reported the receipt of a \$5K check from our "sponsor" Spencers Savings ...and that a photo had been taken with them. Spencers is helping us promote the Gala ticket sales and is picking up the cost of marketing. Raffle tickets will be available for sale soon.

No Foundation Report at this time.

Friends Report - Galentine Tea Party was a great success. Many pictures were taken. Terrific time had by all. A classy event. It was suggested that the Friends consider sponsoring a Mother-Daughter Tea Party or Grandmother-Daughter- Granddaughter Tea Party. Nick is working on a flier for the upcoming Trivia Night. A Books and Bagels event is planned for Saturday, March 11th. Featured speaker is a professional explorer. The event at Blackjack Mulligan's was a phenomenal success.

Communication - Improvement needed between Library Friends and Library Trustees.

Budget - Michael's discussion with bookkeeper, (regarding format of financials), has been postponed due to issues with the new QuickBooks version.

Strategic Plan - Raymond Rivas reported this strategic plan is in development.

Bylaws - Mary Jo Jennings reminded the Trustees to have the bylaws finalized by our next meeting.

## **NEW BUSINESS**

Personnel - Motion made by Marie Marx and seconded by Ruth Springer to make Christopher Shupenko the new Children's Librarian as of March 6th, 2023 with a starting salary of \$50,000. Motion passed unanimously.

Michael Kupec, Jr. made the following motion and Marie Marx seconded.

BE IT RESOLVED, that the Meeting of the Garfield Free Public Library Board of Trustees was adjourned at 8:15PM.

Resolution was unanimously passed.

Respectfully submitted,

Michael Kupec, Jr.  
Trustee Secretary