

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

April 24, 2024

The regular meeting of Wednesday, April 24, 2024 was called to order at 7:12 PM by President Raymond Rivas.

1. President Raymond Rivas asked for the Roll Call:

Present:

President, Raymond Rivas

Vice President, Thomas Derr (via phone)

Secretary, Michael Kupec, Jr.

Treasurer, Suny MellawaTrustee, Berti Shenderasi (via Zoom)

Alternate for Acting Superintendent Nick Perrapato, Marie Marx (via Zoom)

Director, Mary Jo Jennings

Absent:

Mayor, Richard Rigoglioso

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch

Acting Superintendent of Schools, Nick Perrapato

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
- Section 14 of Chapter 231, Laws of 1976.

3. Motion made by Marie Marx to accept the minutes and seconded by Berti Shenderasi. Motion passed. (One abstention.)

4, DIRECTOR'S REPORT

(Berti noted that it would be better to receive reports sooner than one hour before the meeting.)

5. COMMUNICATIONS:

- Resignation letter received from Beltran Lopez (Part Time Security) effective May 10, 2024.
- Resignation letter received from Linda Jackson effective August 1, 2024.
- Outside auditors, (Lerch, Vinci & Bliss), have informed us that upcoming billing will be \$4,400.
- Motion made by Suny Mellawa and seconded by Michael Kupec Jr. to accept the auditors' charge of \$4,400 for the 2024 report. Unanimously passed.
- Proposal received for Building Assessment/Capital Improvement from Architect, Dan Dressel. (Additional proposals will be sought.)

6. COMMUNITY ROOM REQUESTS:

No requests.

7. TREASURER'S REPORT

No questions at this time.

8. FOUNDATION REPORT:

No report.

9. FRIENDS REPORT:

- Michael Kupec, Jr. noted that the recent Tea Party was massively successful. Well attended.
- More planning needed for the trip to NJ Botanical Gardens. A "scouting expedition" will be dispatched.
- Our next Book Sale is scheduled for Saturday, May 18th.

10. OLD BUSINESS:

- Bylaws: Cannot be signed at this time. We are researching how to add 2 new trustees to the board. MaryJo Jennings will have an answer for next month's meeting.
- Storage Closet in lower level (understairs): Complete!

12. NEW BUSINESS:

Committee Reports: Raymond Rivas will begin adding "Committee Reports" to our monthly agenda. (Personnel, Strategic Planning, Capital Planning, etc.)

13. Personnel

- Director's Contract: (Identifies "benefits" and salary.) MaryJo Jennings will find the most recent and share with the board. Last contract was drafted by former president Ruth Springer. (Issues with language need to be addressed going forward.) Note: Civil Service rules come into play.
- Health Benefit Corrections: Required for Christopher Shupenko and MaryJo Jennings.
- Take Back Payroll Back From City Hall: We will need to have all corrections made first... followed by an audit.
- Payroll Adjustments: City Hall is currently without a payroll person. Former payroll clerk is available on hourly basis to process retro adjustments.
- Motion made by Michael Kupec, Jr. and seconded by Suny Mellawa to pay the hourly rate of \$24/hr for the former payroll clerk to process the adjustments needed, with the understanding that it can be accomplished in no longer than 4 hours. AND, Raymond Rivas will speak with the City Manager to ensure payroll retro corrections are made promptly. Unanimously passed.
- MaryJo Jennings noted that now that the contract is settled, we will need a motion/resolution to address increases for the part timers. MaryJo Jennings will provide figures for next meeting.

18. Capital Planning:

It was agreed that we should have more than one proposal (Dan Dressel) to work with. Michael Kupec, Jr. will check with the County of Bergen's Purchasing Division for their current "pool" of architect firms that we can reach out to for proposals.

19. Strategic Planning:

Michael Kupec Jr. reported that he and MaryJo Jennings have been attending workshops sponsored by the Office of the State Librarian. Once all 5 workshop sessions are completed, the Strategic Planning Committee will meet this summer and propose a game plan to the board in September.

20. Marketing:

Raymond Rivas noted his desire for the Library Board to have a greater presence* at community events. (*The majority of the Board.)

21. Office of Secretary:

It is the wish of the Board for Michael Kupec, Jr. to transition out of the Recording Secretary and focus his efforts on work of the various committees (especially Strategic Planning).

Motion made by Suny Mellawa and seconded by Michael Kupec, Jr. to hire Darlene Swistock at a rate of \$30 per hour to record the minutes of future meetings. Unanimously passed.

22. Library Card (“The Issuance Process”)

Berti Shenderasi is interested in revisiting the “issuance process” of the library card. Berti proposes that the process be totally on-line. MaryJo Jennings noted that the individual would need to ultimately, physically come into the library to present various pieces of identification documentation (ex. Driver’s license, PSE&G bill) to prove that they are a Garfield resident. Thomas Derr thinks it would be great if the process would be streamlined for students. Marie Marx has already broached this subject with BCCLS and was met with resistance. Berti Shenderasi will personally reach out to BCCLS to discuss the success he has seen accomplished in California with another “library card software application”.

23. Adjournment:

Motion made by Michael Kupec, Jr. and seconded by Suny Mellawa to adjourn.
BE IT RESOLVED, that the Meeting of the Garfield Free Public Library Board of Trustees was adjourned at 8:45 PM.

Resolution was unanimously passed.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary