

## MINUTES

### GARFIELD PUBLIC LIBRARY

Board of Trustees Special Meeting Tuesday,

June 11, 2024

The special meeting of Tuesday, June 11, 2024 was called to order at 7:03 PM by President Raymond Rivas.

1. President Raymond Rivas asked for the Roll Call:

Present:

President, Raymond Rivas

Vice President, Thomas Derr

Secretary, Michael Kupec, Jr.

Treasurer, Suny Mellawa

Trustee, Berti Shenderasi

Alternate for Acting Superintendent Nick Perapto, Marie Marx (via phone)

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch (via phone)

Director, Mary Jo Jennings

Absent:

Acting Superintendent of Schools, Nick Perrapato

Mayor, Richard Rigoglioso

2. Special Topics That Were Discussed

1) Taking of minutes of meetings – Berti Skendarasi introduced the idea of Adoption of technology – the use of the PLAUD Device to assist in capturing minutes verbatim and its summarizing capabilities. Berti will donate the device (approximate cost \$180.00)

Motion made by Berti Skenderasi, seconded by Michael Kupec Jr. to use PLAUD to record and transcribe minutes. Motion passed.

Motion made by Michael Kupec Jr., seconded by Suny Mellawa to rescind the motion (made at a previous meeting) to engage Darlene Swissback as a “minutes taker”. Motion passed.

II) Library Director Q&A session about the following:

- 1) Library Standard Operating Procedures - SOP
- 2) Library Director's Job Description – (*Mary Jo Jennings to provide by June 26<sup>th</sup>.*)
- 3) How to become a library member (or getting the library card)
- 4) Current rules and standards about hosting events at GPL\*, donations, projects by other organizations. \*(Larger Room Upstairs and Community Room).

Motion proposed by Berti Shenderasi to make board approval mandatory for any new events (anywhere) in the library. (A policy will be drafted and potentially adopted at our next meeting.) Also, an application will be crafted to cover requests for both the Community Room and larger room upstairs.

After much discussion...

Motion made by Berti Shenderasi and seconded by Marie Marx requiring board approval/review for the acceptance of any donation valued at \$1,000 or more (in cash or other form). Motion passed. A formal policy will be drafted for our next meeting.

It was suggested that Ray Rivas establish a "Policy Committee" with no more than three (3) board members.

- 5) Library Director communications with the board. (A major challenge is not having everyone's email or phone number.)
- 6) Architect firm scouting current status. (Owing to time constraints, this will be discussed at next meeting.)
- 7) Director's plan about increasing Library membership and utilization by the community.
- 8) Current status of Library Social Media accounts (if any)

III) Exploring adaptation of technology in the following areas:

- 1) Internal board communications and or implementation
- 2) Online sign ups for library card and integration with school district data

Ray Rivas established a Technology Committee with the following members: Bertie, Thomas and Marie.

IV) Summer Ongoing Meetings

VI) Work Session:

a) Adoption of clear guidelines about future planned events, projects at the GPL, by GPL or other organizations.

b) Review, conclusions and future action plan of improving Library experience and overall performance with the focus in the following areas:

- Signups

- Library Hours
  - Discussion on reports Mary Jo will provide on foot traffic, e-access, and circulation,
  - Public Relations and communications with the public on social media channels.
- c) Proposal for Monthly Board meeting date change: Special meetings were scheduled for July 31<sup>st</sup> and August 28<sup>th</sup>,

Adjournment:

13. Motion made by Suny Mellawa and seconded by Marie Marx to adjourn.  
BE IT RESOLVED, that the Meeting of the Garfield Free Public Library Board of Trustees was adjourned at 8:44 PM. Resolution was unanimously passed.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary