

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

June 26, 2024

The regular meeting of Wednesday June 26, 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 Perapato, Marie Marx

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch
Director, Mary Jo Jennings

Absent:

Acting Superintendent of Schools, Nick Perrapato

Mayor, Richard Rigoglioso

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. MINUTES OF LAST MEETING

Motion made by Suny Mellawa to accept the minutes and seconded by Christopher Briatsch.
Motion passed.

4. RETIREMENT LETTER

Mary Jo Jennings presented the Board with her Letter of Retirement effective September 1st 2024 (unless her benefits agreement is settled earlier, then her effective date would be August 1st 2024).

Mary Jo Jennings reported that Christopher Shupenko would be good replacement: (1) he is already in-house, (2) he has experience, (3) he knows the social landscape and (4) he's smart. If chosen by the Board, he would be the "Interim Director" (by title) for a period of up to five (5) years and be monitored/guided/tested by an "acting director" for a short period of time. (Perhaps for a few months.)

4. TREASURER'S REPORT

No questions. No hard copy packets prepared as directed.

5. PERSONNEL COMMITTEE REPORT

Motion made by Christopher Braitsch seconded by Thomas Derr to offer Julia the Librarian position. Six ayes and one abstention.

Whereas there is a need for Librarian, BE IT RESOLVED that an offer be made to Julia for the Librarian position. Six aye and one abstention.

6. NEW BUSINESS

Motion made by Christopher Braitsch seconded by Michael Kupec, Jr. to pay bills over the summer months of July and August and be reviewed in September. Motion passed.

Motion made by Christopher Braitsch seconded by Marie Marx to pay bills even if there is no quorum over the summer months of July and August and be reviewed in September. Six ayes and one abstention.

Motion made by Christopher Braitsch seconded by Marie Marx to allow an Early Intervention Group to use the Board Room on Thursday July 11, 2024 from Noon to 2:00PM. Motion passed.

Motion made by Michael Kupec, Jr. seconded by Marie Marx to move \$80,000 from the Operating Account into the Garfield Free Public Library Capital Fund. Motion passes.

Motion made by Berti Shenderasi and seconded by Christopher Braitsch to void the check for the domain listing service and revisit the costs. Motion passed.

Motion made by Michael Kupec, Jr. and seconded by Berti Shenderasi to reimburse Mary Jo Jennings for health benefits overpayments from 2023 through the current period. Motion passed.

Motion made by Michael Kupec, Jr. and seconded by Thomas Derr to reimburse Christopher Shupenko for health benefits overpayment from 2023 through current period. Motion passes.

Motion made by Christopher Braitsch and seconded by Thomas Derr for a 2.85% retroactive pay increase for 2023 for part time workers: Christiana Murillo and Ed Sokolsky. Four ayes and two abstentions. (Sunny Mellewa needed to leave early.)

Motion made by Christopher Braitsch and seconded by Thomas Derr to accept the JIF bill payment contingent on the discount and money owed by the City. Motion passed. (One absension.)

Motion made by Sunny Mellewa and seconded by Marie Marx to have Garfield Public Library Donation Policy. Motion passed. (Policy Committee will draft.)

Motion made by Sunny Mellewa and seconded by Marie Marx to formulate an application and contract for use of Library Public Space policy. Motion passed. (The policy will cover how to handle instances of property damages.)

****Plan to get an analytics report on the usage of Ancestry.com for the next meeting.

7. STRATEGIC PLANNING COMMITTEE REPORT

Michael Kupec, Jr. reported that the names of three (3) strategic planning firms will be presented at the August meeting, along with printouts from the 7 hour strategic planning workshop that he attended (via ZOOM). The work involved will require an outside professional strategic planning firm. The project will include much interviewing of various focus groups. Michael believed he can find a patron to cover most of the cost. Mary Jo noted that it would not be necessary as there is \$10,000 available in the Operating Account.

8. POLICY COMMITTEE REPORT

Berti Shenderasi is crafting a formal policy regarding the use of the Community Room in the lower level along with the library in general.

9. CAPITAL PLANNING/CAPITAL FUND COMMITTEE

Raymond has asked Berti, Marie and Michael to be on this committee.

10. BUDGET COMMITTEE

Raymond Rivas had asked Mary Jo, Suny and Marie to be on this committee.

11. FRIENDS REPORT

Michael Kupec provided minutes of the June Friends Meeting plus a topside summary.

12. FOUNDATION REPORT

A \$17,000 donation was made as a "surprise", which caused confusion and concern among Board members. The Board felt they should have been informed and involved in decision-making process.

This triggered a discussion about the need for a policy on accepting donations to avoid future misunderstandings and ensure proper communication and approval process.

The Board emphasized the importance of the library for the community and the need for all organizations to work together (Foundation, Friends and Board). There was a call for better communications and collaboration among these groups.

13. Raymond Rivas welcomed visitors Linda Lisovsky, Donna Miller, Alicia Thompson, Diane and Owen Peters. (all active members of the Friends organization).

Adjournment:

14. 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 9:10 PM. Resolution was unanimously passed.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary