

## MINUTES

### GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

July 31, 2024

The regular meeting of July 31, 2024 was called to order at 7:05 PM by President Raymond Rivas. (Originally scheduled as a "Special Meeting" then changed to Regular.)

1. President Raymond Rivas asked for the Roll Call:

Present:

President, Raymond Rivas (via phone)

Vice President, Thomas Derr (via phone)

Secretary, Michael Kupec, Jr.

Treasurer, Suny Mellawa

Trustee, Berti Shenderasi

Alternate for Acting Superintendent Nick Perapto, 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 Braitsch.  
Motion passed.

### 4. TREASURER'S REPORT

Error found in financials. Percentages did not any make sense. Mary Jo Jennings was directed to discuss with our bookkeeper and have corrected.

Excessive amount is being spent on copier cartridges. Berti Shenderasi will donate Brother cartridges for balance of the calendar year. (Note: Depending on the monetary value of this donation, it may need to be approved by the Board of Trustees per the new policy.) Unused cartridges will be returned to for a full refund. Going forward, we need to ensure that at least a breakeven is achieved (on public usage). Berti will contact BCCLS for more information on printer drivers.

### 5. OLD BUSINESS

Raymond Rivas will follow-up with the City for a bill or voucher for the insurance payment.

### 6. PERSONNEL COMMITTEE REPORT

Board is prioritizing a retro pay increase for Mary Jo Jennings going back to January 2023. We have been advised by our attorney that we would first need her PERS. Mary Jo reported that she had difficulty logging into the system that would generate it. Board is eager to pass such a resolution but need this document from Mary Jo to do so. (Increase would closely mirror the union contract.)

Personnel Committee will contact NJLA to arrange for an interim director to train the new director. Our attorney will additionally be asked to offer guidance around Civil Service practices with regard to the hiring process for a new director.

Motion made by seconded by Christopher Braitsch and seconded by Suny Mellawa to offer Melissa Calabria the position of Assistant Librarian.

Whereas there is a need for an assistant librarian, BE IT RESOLVED that Melissa Calabria be offered the position of Assistant Librarian. Resolution was unanimously passed.

Motion made by seconded by Suny Mellawa and seconded by Christopher Braitsch to offer Rachel Talbert the position of Adult Librarian.

Whereas there is a need for an assistant librarian, BE IT RESOLVED that Rachel Talbert be offered the position of Adult Librarian. Resolution was unanimously passed.

An interview has been scheduled for 11:00AM Saturday, August 3, 2024 for Christopher Shupenko, for the position of Director.

#### 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).

#### 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 COMMITTEE REPORT

Architectural firms, whose names were provided, were not contacted by the Director, Mary Jo Jennings. The Board of Trustees was disappointed in lack of progress.

#### 10. BUDGET COMMITTEE REPORT

Nothing to report currently.

#### 11. FRIENDS REPORT

Michael Kupec reported a Trivia night is scheduled for this Friday 08.02.2024.

(Nothing new to report. Our last meeting was in June. Next meeting will be in September.)

12. Raymond Rivas welcomed visitors Linda Lisovsky, Donna Miller (both of 76 Manor Avenue), and Alicia Thompson (all active members of the Friends organization) and Christopher Shupenko.

Adjournment:

13. 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