

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

September 25 , 2024

The Regular meeting of September 25, 2024 was called to order at 7:05 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.

Alternate for Acting Superintendent Richard Tomko, Marie Marx (via phone)

Acting Director, Christopher Shupenko

Absent:

Treasurer, Suny Mellawa

Trustee, Berti Shenderasi

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch

Acting Superintendent of Schools, Richard Tomko

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 Thomas Derr to accept the minutes and seconded by Marie Marx. Motion passed.

4. GUESTS WERE WELCOMED

Debbie Lisovsky, Donna Miller and Nikola Skuretski.

5. DIRECTOR'S REPORT

Christopher covered a multitude of topics and concerns including but limited to the following:

- Community Room Usage Application
- Personnel matters requiring attention (Jennings' retirement paperwork/Shuretski's benefits waiver)
- Need to appoint Christopher as the Purchasing Agent with spend limit of \$2,600
- Carpeting of first floor (clean vs replace)
- New Adult Services Librarian
- Air Duct Cleaning Needed
- Theme for this year's Tree Lighting Event
- Hiring a security guard for late nights / weekend ("a third person" on hand)
- Roof leak
- Panic buttons at front desk
- Chat with David Hanson, Executive Director of BCCLS
- Chair replacement / New layout (Nik is researching)
- Update on his "New Director Training"
- Electrician was in to look are BCCLS computer wiring / printer set-up
- Auditor's Report

6. TREASURER'S REPORT

No questions.

7. COMMUNICATIONS –

Responses to Capital Planning RFP received and are being reviewed.

8. COMMITTEE REPORTS

Personnel

A motion was made by Thomas M. Derr and seconded by Michael Kupec Jr. to hire Christopher Shupenko as the Interim Director for the Garfield Public Library at the aforementioned offered starting salary of \$70,000 effective September 16th, 2024. Motion passed.

A motion was made by Thomas M. Derr and seconded by Michael Kupec Jr. to appoint Christopher Shupenko the Purchasing Agent as of September 16th, 2024 with a limit of \$2,600. Motion passed.

Whereas there is a need for a dual role Bookkeeper / Library Assistant-Library Clerk. Whereas representatives of the Personnel Committee have interviewed the candidate - Mencia Rachel Doucet. And whereas the Personnel Committee are in favor of extending an offer of employment to her. A motion was made by Michael Kupec, Jr. and seconded by Thomas M. Derr to offer Mencia Rachel Doucet the dual role of Bookkeeper/Library Assistant – Account Clerk at the annual salary of \$57,500. Effective September 16th, 2024.

Therefore, BE IT RESOLVED, that such offer be extended to Mencia Rachel Doucet immediately. Resolution passed unanimously.

Whereas, regarding Health Benefit Waiver Deductions, there are various rates. And whereas Nikola Shuretski was incorrectly set-at the single rate and should have been at the married rate for such deductions for the years 2024, 2023, and 2022. And whereas the City's CFO has calculated the correction amount to be \$1,782.000

A motion was made by Michael Kupec, Jr. and seconded by Thomas M. Derr to pay Nikola Shuretski \$1,782 to correct health benefit waiver deductions of 2024, 2023 and 2022. (Calculations based on CFO of City of Garfield.) Therefore, BE IT RESOLVED that Nikola Shuretski be issued a payment in the amount of \$1,782 immediately. Resolution passed unanimously.

Raymond Rivas broached the subject of creating career paths for our employees, and to look at establishing at least one supervisor role (similar to the one previously held by Linda Jackson). We will discuss further and eyes are on Nik Shuretski to step into that role.

Strategic Planning

Michael to email PowerPoint slides and worksheets (from the workshop hosted by the Office of the New Jersey State Librarian) to Board Trustees for review. Michael will try to combine all files into one pdf for Berti to summarize using AI and use as the basis for Strategic Planning RPF specs.

Capital Planning

Committee to review responses to RFP.

9. PRIVACY POD

Orchestrate a meeting with representatives of the Friends and the Foundation to discuss the Privacy Pod.

10. SOCIAL MEDIA

Formally announce Christopher Shupenko's appointment to position of Interim Director. Have Christopher address the public at the Tree Lighting Event or sooner.

11. GENERAL APPEARANCE

Consider having the school children paint murals on the back retaining wall to brighten it up. Put more of our artwork (sitting in storage) on display. (Perhaps have some of it appraised first.)

12. ADJOURNMENT

Motion made by Thomas M. Derr and seconded by Michael Kupec, Jr. to adjourn.
BE IT RESOLVED, that the Meeting of the Garfield Free Public Library Board of Trustees was adjourned at 9:15 PM. Resolution was unanimously passed.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary

