

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

November 27, 2024

The Regular meeting of November 27, 2024 was called to order at 7:10 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 Richard Tomko, Marie Marx

Acting Director, Christopher Shupenko

Absent:

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch

Superintendent of Schools, Dr. 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 Suny Mellawa to accept the minutes of the meeting of October 30, 2024 and seconded by Marie Marx. Motion passed.

4. GUESTS WERE WELCOMED

Nikola Skuretski

5. DIRECTOR'S REPORT

-Floors and Carpets were cleaned in time for the Annual Tree Lighting. It was suggested they be cleaned more often.

-HVAC maintenance: Annual contract vs. as needed? (Motion for contract tabled. Will be discussed further.)

-Panic buttons were installed.

-BCCLS update: Mobile printing is now available. Print jobs can now be sent to the copy machine.

-Toner cartridges were boxed up and returned to Staples. Discussion followed regarding how the copier company monitors usage.

-An electrician spent two (2) weeks terminating lines connected to the patch panel in preparation for BCCLS Technician's visit. We now have a new Wi-Fi. Need to ensure we have good quality connectivity in the Board Room.

-An Amazon account was set-up.

-Quality of roof repair was "tested" during recent storms. (We still have a leak.)

-Need to begin shopping for new furniture. Approach to be discussed further.

-2025 Budget

- Hiring a security guard (with Saturdays and late evenings in mind). Individual must have security and conflict de-escalation experience.

- Tree Lighting – Thomas Derr volunteered to get high school students to help set-up/clean-up. We will order sandwiches from Santoni's and coffee/tea from the same coffee shop as last year.

-Elevator Inspection -Let's keep on top of this.

-Grant Opportunity related to Anne Frank and Holocaust Museum.

-Civil Service and Promotion Process

-Circ Leadership – (Linda Jackson's role prior to retirement)

-Discussion of Interim Director / Director Search Process / Job Postings / Communication Channels

Library Meeting Dates / Closure Dates Schedules

6. TREASURER'S REPORT

A question was raised regarding the budgeted salaries.

7. COMMUNICATIONS

Thank you notes were received from children and teacher from local school groups. (Approximately 500 students visited the library in September resulting in 250 signing up for library cards.)

8. REQUEST FOR USE OF COMMUNITY ROOM

None

9. 2025 BUDGET

- Budget will increase by \$94,000.
- Need to speak with CFO about library's share of the JIF bill. We will investigate alternatives.
- BCCLS bill (last year \$46,487, this coming year \$50,500)
- Programing Dollars (adults and juvenile/ approximately \$7,500 each)
- Budgeting \$90,000 for the new director
- A resolution needs to be drafted for the December meeting reporting salaries for the coming year.
- Raymond Rivas spoke of creating career paths for our employees and also creating supervisory roles. (Raymond suggested promoting an existing employee and giving them a significant salary increase.) The board then discussed Civil Services constraints around such a promotion. This promotion will be tabled to a future meeting.

10. Director Interviews

The Personnel Committee will begin evaluating candidates and will have invite favored candidates to an upcoming board meeting for further interviewing by the entire board. It was suggested we establish a business LinkedIn account.

11. Appointment of Library Attorney

WHEREAS the Garfield Public Library Board of Trustees has general library and other public sector legal matters that must be referred to legal counsel and, WHEREAS, the Garfield Public Library Board of Trustees also has recurring labor and personnel issues that must be referred to legal counsel and, WHEREAS, the Local Public Contracts Law NJSA 40A 11-1 requires that the

award of a contract hiring a professional or professional services firm without competitive bids must be approved by a resolution passed by the governing body and that notice of the contract award must be printed in the governing body's official newspaper and WHEREAS, Douglas S. Zucker Esq. is of the Weiner Law Group LLP in Parsippany, NJ is an attorney in good standing in the State of New Jersey and, WHEREAS, Douglas S. Zucker, Esq., has the requisite background and experience to advise the Garfield Public Library Board of Trustees on the aforesaid legal matters. Now, therefore, BE IT RESOLVED by the Garfield Public Library Board of Trustees that Douglas S. Zucker, Esq. of the Weiner Law Group, LLP located in Parsippany, NJ, be appointed library board attorney for a one (1) year term commencing on January 1, 2025 at a fee of \$200 per hour and BE IT FURTHER RESOLVED by the Board of Trustees authorizes the Interim Library Director to publish notice of the award of this contract in accordance with the applicable law. Dated November 27, 2025.

Resolution introduced by Suny Mellawa and seconded by Marie Marx. Resolution unanimously approved.

12. Close Dates and Meeting Dates Schedules

Motion made by Michael Kupec, Jr. and seconded by Suny Mellawa to accept the Closed Dates and Meeting Dates Scheduled as presented by Christopher Shupenko. Motion passed.

13. Friends Update

Michael Kupec, Jr. distributed materials from the most recent Friends meeting.

14. Strategic Planning Committee

It would be wise to hold off on Strategic Plan until a new director is in place.

15. Capital Planning Committee

Committee will evaluate proposals received.

16. ADJOURNMENT

Motion to adjourn made by Michael Kupec, Jr. and seconded by Marie Marx. Motion unanimously passed. Meeting is adjourned.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary