

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Monday,

December 30, 2024

The Regular meeting of December 30, 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.

Treasurer, Suny Mellawa

Trustee, Berti Shenderasi

Alternate for Acting Superintendent Richard Tomko, Marie Marx

Alternate for Mayor Richard Rigoglioso, Christopher Braitsch

Acting Director, Christopher Shupenko

Absent:

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 November 27, 2024 and seconded by Christopher Braitsch. Motion passed.

4. GUESTS WERE WELCOMED

Nikola Skuretski

Linda Jackson

Alan Focarino

Keith McCoy

5. DIRECTOR'S REPORT

- Montclair State University Flute Ensemble performed this month (50 attendees)
- Puppet Show (drew 40 attendees)
- New Library Cards were issued to visiting students
- Hank Gola, Author of "City of Champions". will host talk and signing in July for his new golf book
- Roof leak repaired
- Merchants Alarm resolved sensor issues
- Considering purchase of chairs/loveseat from Amazon (\$450-\$490)
- HVAC issues identified/addressed
- Three candidates interviewed for the Adult Services Librarian position. These three were stack-ranked and offer shall be made quickly. All were found qualified.
- Several security guard applications have been received, but interviews have not yet been conducted. The board is intent on moving forward on this matter.
- 2025 JIF bill is expected to be approximately \$83,000.00.
- Discussion on the amount that the library may carry over to next year (based on the most recent audited operating expenses)
- The \$337,000.00 just received from the city was promptly deposited.

6. PERSONNEL

Interim Director Update:

Keith McCoy, has been identified and interviewed by the Personnel Committee to fill the role of the Interim Director until that time that a permanent Director is hired. It is the recommendation of the Personnel Committee to execute the contract with the placement agency, (Strategic Operating Solutions), to bring aboard Keith McCoy at the rate of \$80/hr (payable to the placement agency- Strategic Operating Solutions). Keith McCoy would work up to 35 hours a week. The search for a permanent Director is expected to be 2-3 months.

Motion made by Suny Mellawa and seconded by Marie Marx to execute the contract with Strategic Operating Solutions by which Kevin McCoy will serve as Interim Director at the rate of \$80/hr until that time that the Board hires a permanent Director. Start date: Monday, January 6, 2025. Motion unanimously passed.

Director Update:

To date, we have reviewed six (6) resumes and have interviewed 2 candidates. Pleased with one and not the other. We will schedule interviews with the others. Any "good fit" will be invited to meet with the entire Board.

2025 Salaries and Wages:

Resolution was introduced Suny Mellawa and seconded by Michael Kupec Jr. addressing Garfield Public Library 2025 Salaries and Wages.

BE IT RESOLVED, compensation for 2025 shall be as follows:

Salary Employees

Melissa Calabria	\$35,500.00
Mencia Doucet	\$59,138.75
Jessica Macchiarelli	\$35,500.00
Chrstitopher Shupenko	\$59,995.00
Diane Shupenko	\$49,597.00
Nikola Shurteski	\$38,500.00

Hourly Employees

Vincent LaTona Jr.	\$15.49
Edward Sokulski	\$19.06
Amanda Trott	\$16.21

2025 Full time salaries reflect contractual raises, as laid out in the Collective Bargaining Agreement by and between The Garfield Library Board and the United Public Service Employees Union – Garfield Library Unit, January 1, 2023 – December 31, 2027.

Hourly rates reflect the New Jersey 2025 minimum wage of \$15.49

Resolution passed.

6. TREASURER'S REPORT

No questions at this time.

7. COMMUNICATIONS

Christmas Cards received.

8. REQUEST FOR USE OF COMMUNITY ROOM

None

9. Director Interviews

The Personnel Committee will continue evaluating/interviewing candidates and will invite favored candidates to an upcoming board meeting for further interviewing by the entire board.

10. Friends Update

No update at this time.

11. Strategic Planning Committee

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

12. Capital Planning Committee

Committee will evaluate proposals received.

13. Financial Reporting

Going forward, when meeting at the end of each month, the Board is expecting to receive finalized financial reports of the previous month and a check list/checks relating to the current month, (and where applicable, upcoming month).

14. Departure

Christopher Braitsch, who has served as the Mayor's Alternate has announced that this would be his last meeting. With the composition of the new city council, he does not anticipate returning. President Raymond Rivas and the Board thanked Christopher for his years of years and all that he does for our community.

15. Public Comments

Linda Jackson, a former library employee of 38 years, recognized our current, Acting Interim Director, Christopher Shupenko for his extensive knowledge and years of dedicated service to the Garfield Public Library. She went on to emphasize his suitability for the Director position, citing his experience and rapport with the community.

16. ADJOURNMENT

Motion to adjourn made by Christopher Braitsch and seconded by Suny Mellawa. Motion unanimously passed. Meeting is adjourned.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary