

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

January 29, 2025

The Regular meeting of January 29, 2025 was called to order at 7:05 PM by President Suny Mellawa.

1. President Suny Mellawa asked for the Roll Call:

Present:

President, Suny Mellawa

Vice President, Thomas Derr

Secretary, Michael Kupec, Jr.

Treasurer / Mayor Everett E. Garnto's Alternate, Kathy Grzywnowicz-Muniz

Trustee, Berti Shenderasi

Trustee, Paola Lebowitz

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

Interim Director, Keith McCoy

Absent:

Superintendent of Schools, Dr. Richard Tomko

Mayor, Everett E. Garnto

2. President, Suny Mellawa 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 Berti to accept the minutes of the meeting of December 30, 2024 and seconded by Thomas Derr. Motion passed. (2 Abstentions)

Motion made by Kathy Grzywnowicz-Muniz to accept the minutes of the meeting of January 8, 2025 and seconded by Marie Marx. Motion passed.

4. GUESTS WERE WELCOMED

Alicia Thompson

Nikola Skuretski

Debbie Lisovsky

5. FINANCIAL REPORTS

Suny had several questions:

- Health expenses-employee contribution (budget vs actual). Seems there are zero “actual dollars” reported.
- Suny noted that we were expecting \$5,500 in BCCLS grants but only \$3,400 was received.
- \$20,000 was budgeted for Adults Services but we only had \$400 in actual expense.
- “Books Titles” also seems short in terms of actual expense.

Keith will investigate all issues.

Motion made by Berti and seconded by Michael to approve the January bill list. Motion passed.

6. DIRECTOR’S REPORT

-Keith noticed, while reviewing files, that a city ordinance requires attention. The ordinance addresses the number of library board members. Marie and Keith will draft a letter to send to City Hall to correct the matter.

-By-laws will need to be finalized.

-Installation of 4th Centennial Quilt (Keith will follow-up with Darek for estimate on framing). Our goal is to have all 4 quilts on one wall.

-Disposition/placement of library memorabilia. Perhaps some pieces can be mounted on blank walls.

-A donation of \$2,000.00 was made and deposited. A thank you note has been sent.

-Concern raised relative to storage of blank checks.

-A collection of uncirculated quarters has been discovered – face value \$28. Can fetch \$100-300 on eBay. Perhaps we can put them on display.

-There are 2 (non-interest bearing) bank accounts. Keith will investigate history and look into placing them into CDs.

- Per our reorg meeting, monthly financial reporting, will reflect activity through previous calendar month.

-Solicitation for Program Ad for UNECO was received. Berti will work on a policy with regard to ads.

-Results 2023 Audit received.

-Friends and Foundation – Keith had nothing to report. Michael distributed copies of minutes of the most recent Friends meeting along with the corresponding agenda. Michael noted the date of the upcoming Trivia Night , Saturday, February 8th.

-A March 28th going away party is being planned for Vinnie Latona. Vincent is moving out of state.

-Our new Library Associate will start this coming Monday.

-Old library applications were found. Since everything is automated, there is no legal reason to retain. Keith recommends that the new director make the decision as to what to do with them.

-Last issue will need to be discussed in closed session.

****It was decided that we allow public comments before going into closed session.****

Motion made by Berti and seconded by Thomas to suspend the agenda and open the meeting to public comments. Motion passed.

7. PUBLIC COMMENTS

President of the Friends, Debbie Lisovsky, thanked Berti for paying for pizza for the recent book sale and thanked Michael for donating items to fill the “Mystery Bags for Men”. Debbie expressed her hope that Trustees would participate in the upcoming Trivia Night. Debbie asked if the Friends events could be posted on the city’s website.

Treasurer of the Friends, Alicia Thomson, explained the pleasant experience she and her grandchild recently had at the library.

Motion made by Thomas and seconded by Michael to go into closed session to discuss a personnel matter. Motion passed.

Motion made by Berti and seconded by Thomas to close the closed session. Motion passed.

No actions coming out of closed session.

8. PERSONNEL

Schedule additional interviews for Director Position

9. COMMUNICATIONS

None

10. STRATEGIC PLANNING

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

11. CAPITAL PLANNING

Committee will evaluate proposals received and begin the work when new director starts.

12. OTHER

-Suny will be stepping down from the following committees: Budget, Capital Planning and Personnel. Kathy volunteered to join the Personnel Committee. Paola volunteered to join the Budget Committee.

-The following Trustees volunteered to be on the newly created "Community Out-Reach Committee": Marie, Berti and Thomas

-Thomas suggested we establish a Bi-Sequential Committee. Thomas and Marie volunteered.

-Interests were expressed in also establishing a Historical Committee and an Events Committee.

-Thomas will continue to be the Chair of the Personnel Committee.

-Paola Volunteered to be the Chair of the Budget Committee.

-Community Out-Reach Committee will be Chaired by Marie.

-Thomas suggested we partner with the Board of Education and allow the "MD" and the "18-21 Year Old Program" to use the library for their Life Skills Program.

13. ADJOURNMENT

Motion to adjourn at 9:14 PM made by Berti and seconded by Michael. Motion unanimously passed.
Meeting is adjourned.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary