

MINUTES

GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

February 26, 2025

The Regular meeting of February 26, 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 (via phone)

Secretary, Michael Kupec, Jr.

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

Trustee, Paola Lebowitz

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

Interim Director, Keith McCoy

Absent:

Trustee, Berti Shenderasi

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 Kathy Muniz to accept the minutes of the meeting of January 29, 2025 and seconded by Paola Lebowitz. Motion passed.

4. GUESTS WERE WELCOMED

Salvatore Lagattuta

Nikola Shurteski

5. PLEDGE OF ALLEGIANCE

Suny Mellawa asked that all rise for the Pledge of Allegiance.

6. FINANCIAL REPORTS

Suny inquired about interest income activity. (\$800 of actual income vs. the \$5,000 that was budgeted.

Suny asked if we had received support for JIF bill from the City. Keith confirmed we have,

Motion made by Kathy and seconded by Marie to approve the February bill list. Motion passed.

7. MERCHANT SERVICE ACCOUNT

Opened in 2022 to make available a “credit card payment option” to patrons interested in using the copy machine. Approximate balance is \$2,200. Software/hardware issues in the past. Further investigation has been requested before closing the account.

8. FISCAL 2022 AUDIT

Report was briefly discussed. Motion to accept Report of Auditors tabled until Board has had an opportunity to examine the findings more closely.

9. REPORT OF INTERIM DIRECTOR

Board:

Library Ordinance Committee – Board feels no need to expand the size of the Board.

Director Resumes will be going to Trustees@garfield.bccls.org (Thomas will be checking it regularly.)

Policy Index – Suggested we have an index of motions and policies adopted over the years.

ALA meeting in Philadelphia June 26- June 30. Large exhibits are open to public. It is suggested we send representation. Cost approximately \$500. (Thomas volunteered to go.)

Buildings:

Waiting for estimate to hang fourth Centennial quilt.

Considering placing various library memorabilia on the walls of the Board Room.

Book drop lock needs replacing.

Drainage issue on front entrance canopy.

We are working to correct minor violations brought to our attention by the Fire Prevention Unit.

Finances:

Merchant Service Account – disposition

Fiscal 2023 Audit Report was emailed to Board on February 19 for review.

Looking into securing a Procurement Card (PCard)

Friends/Foundation:

Friends Trivia Night postponed due to weather. Friends are buying a popcorn machine for the library.

Nothing to report on the Foundation. (Keith with search office for checkbook)

Personnel:

Vincent Latona is retiring on March 28th. A party is being planned for him to be held at Mario's Restaurant in Clifton.

Working with BCCLS and staff, to clean up email accounts.

Other Personnel items are in a separate report, for discussion in Closed Session, and action in Open Session.

Programs:

Met with our two librarians on February 5 about programs and materials purchasing, and the budget lines available. They have started booking programs for the rest of the Spring and into the

Summer. This will include a technology class where patrons can ask questions about their devices (iPads, Kindle, etc). Another event, planned for June 11, is “Sounds of the African Diaspora” jazz concert.

We had a delayed opening on February 6, due to weather.

10. PUBLIC COMMENTS

Suny asked for a motion to suspend the agenda and to open the meeting to public comments.

Motion made by Michael and seconded by Thomas to suspend the agenda and to open the floor to public comments. Motion passed.

Salvatore Lagattuta asked if we receive Federal funds. Keith responded that the library does not receive public funds directly.

Hearing no other comments, Suny asked for a motion to close Public Comments.

Motion made by Kathy and seconded by Paola to close Public Comments. Motion passed.

Suny asked for a motion to go into Closed Session.

Motion made by Kathy and seconded by Paola to go into Closed Session. Motion passed.

11. CLOSED SESSION

12. PERSONNEL

Motion made by Kathy and seconded by Paola to close the Closed Session. Motion passed.

Schedule additional interviews for Director Position.

Motion made Kathy and seconded by Paola to post the position of Head of Circulation at the annual salary of \$44,488. Motion passed.

Motion made Michael and seconded by Kathy to post the position of Head of Adult Services at the annual salary of \$68,069. Motion passed.

Motion made Kathy and seconded by Michael to compensate Nikola Shurteski for his time as Acting Head of Circulation from August – December 2024 in the amount of \$1,438.46

Thomas reported that the search for Director continues. He is considering using LinkedIn.

13. STRATEGIC PLANNING

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

14. CAPITAL PLANNING

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

15. COMMUNICATIONS

A note was received from Andrew Luck thanking the Board for the opportunity to interview for the Director role.

16. OLD BUSINESS

None

17. NEW BUSINESS

Michael reminded the Board that National Library Employee Appreciation Week is coming up in April, and suggested taking them to lunch/dinner (Que Pasta?) and do something special for them. Cost would be personally covered by the Board. Keith offered to come up with some ideas for our March meeting.

18. ADJOURNMENT

Motion to adjourn at 8:51PM made by Michael and seconded by Paolo. Motion unanimously passed. Meeting is adjourned.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary