

## MINUTES

### GARFIELD PUBLIC LIBRARY

Board of Trustees Regular Meeting Wednesday,

March 26, 2025

The Regular meeting of February 26, 2025 was called to order at 7:05 PM by Secretary, Michael Kupec, Jr.

1. Secretary Michael Kupec, Jr. asked for the Roll Call:

Present:

Vice President, Thomas Derr (arrived late)

Secretary, Michael Kupec, Jr.

Treasurer / Mayor Everett E. Garnto's Alternate, Kathy Grzywnowicz-Muniz (via Zoom)

Trustee, Paola Lebowitz

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

Interim Director, Keith McCoy

Absent:

President, Suny Mellawa

Trustee, Berti Shenderasi

Superintendent of Schools, Dr. Richard Tomko

Mayor, Everett E. Garnto

2. Secretary, Michael Kupec, Jr. 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. PLEDGE OF ALLEGIANCE**

Michael Kupec, Jr. asked that all rise for the Pledge of Allegiance.

#### **4. MINUTES OF LAST MEETINGS**

Michael asked for a motion to accept the minutes of the February 1, 2025.

Motion made by Paola to accept the minutes of the Special Meeting of February 1, 2025 and seconded by Kathy. Motion passed.

Michael asked for a motion to accept the minutes of the February 26, 2025.

Motion made by Marie to accept the minutes of the Regular Meeting of February 26, 2025 and seconded by Paola. Motion passed.

#### **4. GUESTS WERE WELCOMED**

Debbie Lisovsky

Donna Miller

Nikola Shurteski

Sal Lagatutta

#### **5. FINANCIAL REPORTS**

Interim Director, Keith McCoy presented the board with a revised March bill list.

No questions on the February 2025 Financial Reports.

Motion made by Kathy and seconded by Paola to approve the March bill list. Motion passed.

#### **6. REPORT OF INTERIM DIRECTOR**

##### Board:

a.) Draft of Library Ordinance sent to attorney for review. Board will need to approve it and recommend it to the Mayor and Council for adoption.

b.) We will be represented at the ALA meeting in Philadelphia June 26-June 30 by Vice President Thomas Derr.

##### Buildings:

a.) Recent Fire Inspection exposed minor violations. All will be remedied quickly.

b.) Currently, awaiting estimate for the frame for hanging the 4<sup>th</sup> Centennial quilt. Small amount of painting (touch up) may be required on walls.

c.) Christopher Shupenko has identified items/memorabilia from our “art inventory” to be mounted in the Board Room and other areas.

d.) Based on recommendation of BCCLS tech staff, a new printer, (cost less than \$500), has been ordered for the Director’s office.

e.) It was discovered, whilst preparing the State Aid report, that our square footage is undersized for a community of 32,000.

##### Finances:

- a.) Our outside auditors, Lerch Vince & Bliss, will be meeting to discuss our F23 audit findings. We will need to be accepted under old business.
- b.) We need to designate by resolution, the authorized check signers (often the president, vp, secretary, treasurer) and all need to go to Spencer Savings Bank with a copy of the resolution to re/authorize their signatures.
- c.) Looking into a P-card to pay PSE&G bills, software purchases and other non-standard items.
- d.) Reminder: The Capital Account is in a non-interest bearing account.
- e.) The Somerset County Library Systems' policy on Gift and Donation Policy was sent to Trustees for review and consideration.
- f.) A revised budget format was provided for review.

#### Friends/Foundation:

- a.) The Friends are having a book sale in May. Given the manpower needed to set-up outside, perhaps we should set-up a "teaser table" outside and hold the book sale indoors – in the Main Reading Room.
- b.) Trivia Night has been rescheduled to Saturday, April 26<sup>th</sup>.
- c.) Nothing to report on the Foundation.

#### Personnel:

- a.) Vincent Latona's last day is March 28.
- b.) Chris Shupenko has been promoted to Librarian 2 / Head of Public Services, effective March 17.
- c.) Nikola Skurteski has accepted the promotion to Principal Library Assistant/Head of Circulation, effective March 31.

Michael asked for a motion to approve a 10% bonus on Mr. Skurteski's salary for the period January 1- March 31, 2025, while he was acting head of that department. This will be approximately \$888.46.

Motion was made by Paola and seconded by Maria to approve a 10% bonus on Mr. Skurteski's salary for the period January 1- March 31, 2025, while he was acting head of that department. This will be approximately \$888.46. Motion passed.

- d.) After consulting with out attorney, we learned that it is permissible for the library to pay for food, or offer some tangible but small token of appreciation, and/or close for training purposes in observance of National Library Week (April 6-12).

#### Programs:

- a.) On March 14, President Trump signed an executive order proposing to eliminate the Institute of Museum and Library Services (IMLS). As of this point, no one knows what the repercussions will be.
- b.) A 1-page report has been developed for future reporting of Circulation. It appears our Circulation last year was only 40,000; based on current national benchmarks we should

be between 160,000 – 190,000. It is believed this is due to our lack of new materials and effective publicity.

Other:

a.) The annual State Aid report was due on March 17. An extension has been requested to May 2.

## **7. PUBLIC COMMENTS**

Michael asked for a motion to suspend the agenda and open the meeting to Public Comments. Motion made by Marie and seconded by Paola to open the meeting to Public Comments. Motion passed.

Friends President, Debbie Lisovsky, presented a list of upcoming events and recent events that mirrored Michael's handouts from the most current Friends Meeting. A brief discussed followed regarding the Friends' intention of purchasing tables with an estimated cost of more than \$1,000.

Given the Board's policy on accepting any donation with value of \$1,000 or more, Michael asked for a motion to allow the Friends group to purchase and donate said tables to the Library. Motion made by Marie and seconded by Paola to allow the Friends to donate tables valued at an amount greater than \$1,000.00 to the library. Motion passed.

Michael asked for a motion for a brief recess until that time when Thomas Derr arrives. Motion made by Paola and seconded by Kathy to move to a brief recess. Motion passed.

(Vice President, Thomas Derr dialed in at approximately 8:25PM)

Michael asked for a motion to come out of recess at approximately 8:25PM.

Motion made by Paola and seconded by Thomas to come out of recess. Motion passed.

Michael asked for a motion to go close the Closed Session.

Motion made by Thomas and seconded by Marie to go into Closed Session. Motion passed.

## **8. CLOSED SESSION - PERSONNEL**

### **9. CLOSE CLOSED SESSION**

Michael asked for motion to Close Closed Session.

Motion made by Thomas and seconded by Marie to Close Closed Session. Motion passed.

Michael asked for a motion to post a promotional notice for a part-time library assistant position, at a maximum of 6 hours/week.

Motion made by Thomas and seconded by Kathy to post a promotional notice for a part-time library assistant position, at a maximum of 6 hours/week. Motion passed.

## **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. COMMUNICATIONS**

An acknowledgement note was received from the family of David Echohardt, (a library patron that passed), whose family received our sympathy card.

## **13. OLD BUSINESS**

None

## **14. NEW BUSINESS**

None

## **15. ADJOURNMENT**

Michael asked for a motion to adjourn.

Motion to adjourn at 8:51PM made by Paola and seconded by Maria. Motion unanimously passed.

Meeting is adjourned.

Respectfully submitted,

Michael Kupec, Jr.

Trustee / Secretary