

**PASSAIC PUBLIC LIBRARY
Passaic, New Jersey 07055**

BOARD OF LIBRARY TRUSTEES

Tuesday, February 17, 2009

Minutes – REGULAR MEETING

The Board convened with a salute to the American Flag, reciting the Pledge of Allegiance.

TUESDAY, FEBRUARY 17, 2009: At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, at the Julius Forstmann Main Library, Ms. Dukes, Ms. Ramirez, Mr. Shafrin, Ms. Tabor and Mr. Porto were present. Ms. DeDios was absent. Ms. Candelaria was excused. Mr. Porto presided. [7:30 p.m.] Ms. Diodonet arrived at 7:45 p.m. and Ms. Evile arrived at 8:00 p.m.

Public Announcement of the Meeting was given.

Members of the Staff in attendance were Ms. Kathleen Mollica, Mr. Carlos Rodriguez Sr. and Mr. Martin Weingast.

Visitors: Mr. Mario M. González and Mr. Mark S. Auerbach, City Historian

Mr. Porto asked Mr. González to introduce himself.

Mr. González was then asked by President Porto to talk about his background and library career for the benefit of those Trustees who had not yet had the opportunity to meet him. Mr. González discussed his administrative experience, all of which had been in public libraries, and said he finds the Passaic Public Library to be an exciting place because it will allow him to work with a diverse community, and it is a city which values its libraries. He noted he came tonight at the invitation of the Board to discuss goals he thinks may be accomplished in the next six months. He described the goals as hefty and ambitious, and Mr. González said they are open to the Board's interpretation and feedback. Mr. González then distributed copies of the goals he had written to the Trustees and members of the public in attendance. He explained that these goals were written somewhat in a vacuum since he is not extremely familiar with the library system. Yet while he is not too familiar with the Passaic Public Library, he stated he is an experienced director, and these are issues and general categories which must be examined in order to set-up goals for the next six (6) months. Mr. González emphasized that this is not just the work of one person, but it is collaborative work done with the Board of Trustees, Staff, the public and community, Union and all of the stakeholders involved and related to the Passaic Public Library.

Mr. González stated he would like to start the discussion by reviewing the Overarching Goal, where an atmosphere of mutual trust and integrity will be created by:

- Dealing honestly with employees, the Board, patrons and the community
- Treating all people with courtesy and respect

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- Admitting and apologizing when mistakes are made
- Valuing each person's input and feedback
- Making expectations clear
- Recognizing the importance of follow-through
- Making and keeping promises
- Requiring reporting and accountability for all work that is assigned
- Communicating in an open, honest, timely manner
- Recognizing and rewarding meritorious performance
- Requiring monthly progress reports from all managers to measure the efficiency of these efforts

Mr. González then reviewed and discussed each category he established for the goals presented, which includes fiscal; staffing and personnel; technology; delivery of public services; facilities—Main Library and the Reid Memorial Branch; and community relations. He stressed the need for a technology plan, and spoke about the Library webpage, which he stated would take more than six (6) months to review and revise.

Mr. González then answered questions from the Board and stated he hopes to work with everyone on the Board and is enthusiastic about working collaboratively to accomplish these goals.

Mr. Porto then asked if any members of the public had a question for Mr. González. Mark Auerbach asked how Mr. González would deal with the Passaic City government, noting past difficulties the Library has endured. Mr. González replied that he represents the Board and it is imperative that the City values the Library. Referring to comments made earlier by Mr. Porto concerning the Reid Branch Renovation Project which Mr. Porto stated the CDBG funds approved by the City Council are in place and the project is ready to begin, Mr. González feels we are now at a point where difficulties with City Government are behind us. Also, Mr. González stated he thinks one of his skills is to be able to create a diplomatic approach and to help people see the value of the Library and how it can benefit them. Mr. González stated he feels it is all about truth, trust and transparency.

Mr. Porto then thanked Mr. González and said before entering Executive Session, he would open the public portion of the meeting.

Hearing of Citizens: Mr. Mark Auerbach inquired if the Trustees had copies of the plans concerning the Reid Branch Renovation Project. Mr. Porto responded that the plans were emailed to the Trustees. Mr. Auerbach then asked if the Planning Board had copies. Mr. Porto stated he did not know, and it is the City Planner who should provide copies to them if the project is an agenda item. Mr. Auerbach then asked when the plans would be available to the public. Mr. Porto stated anything filed with the City is public record and suggested Mr. Auerbach contact the City Planner for copies, and Ms. Diodonet stated he could also see Ms. Wendy Callahan at City Hall. After further discussion, Mr. Porto reminded those present that the Planning Board Meeting has been rescheduled to February 25th at 7:30 p.m., at which time anyone may be heard about the Reid Renovation Project. **ACTION: Mr. Shafrin then made a Motion to close the public portion of the Meeting; Ms. Diodonet seconded. The Motion passed.**

Executive Session: **ACTION: Ms. Ramirez made a Motion to enter into Executive Session; Ms. Diodonet seconded. The Motion passed. [8:15 p.m.]**

ACTION: A Motion was made by Ms. Ramirez to return to Public Session; Ms. Diodonet seconded. The Motion passed. All Trustees who attended Executive Session were present. [8:35 p.m.]

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ACTION: Mr. Shafrin made the Motion to appoint Mr. Mario M. González as Library Director of the Passaic Public Library from March 2, 2009 to September 1, 2009, with the following benefits prorated over a six (6) month period: 15 sick days; 24 vacation days; 5 personal days; 14 holidays; medical benefits to commence in sixty (60) days. After six (6) months, Mr. González would be evaluated by the Board at which time his salary would be increased; Ms. Ramirez seconded. The Motion passed.

UNFINISHED BUSINESS

Bookmobile: Mr. Porto reported that he and Ms. Ramirez met with representatives from the City of Paterson and the Paterson Public Library. After some negotiation, the offer of \$19,000 was made for the bookmobile. Discussion took place. ACTION: Ms. Ramirez made the Motion to sell the bookmobile to the Paterson Public Library for \$19,000; Ms. Diodonet seconded. The Motion passed.

Civil Service Action / NJ Dept. of Personnel: Ms. Mollica stated that Mr. Weingast's job has been announced and he has submitted his application to the NJ Department of Personnel. Ms. Mollica stated that Ms. Fornal must submit the tentative promotion to Senior Library Assistant before the Library can proceed with the promotions to Senior Library Assistant. Ms. Mollica also said that titles of Library Staff are still being discussed with our Civil Service representative.

Library Audit: Mr. Weingast stated the Library Audits for Fiscal Years July 1, 2006--June 30, 2007 and July 1, 2007--June 30, 2008 are on going.

Technical Support Assistance: Mr. Weingast stated he spoke to the Technical Support Staff at PALS Plus, and a site survey will be conducted next week.

CDBG Projects: Ms. Mollica reviewed the latest projects for which we received funding approval in December 2008, which includes funding for the replacement of the automatic front doors and electrical work. She noted that there are two activity projects which the Library will not do, and which Ms. Mercedes Baez from the Community Development Department, told Ms. Mollica and Mr. Rodriguez Sr. we could re-write the application to include the on going Library Literacy Program our Library conducts and perhaps the Telecenter. A meeting with Ms. Baez will be needed to determine how we should proceed. Mr. Porto inquired if we could include total rewiring of the computers since representatives from PALS Plus and a local computer company have pointed out the wiring should be redone. Mr. Porto asked Ms. Mollica to contact three companies to provide estimates for rewiring the computers. Ms. Mollica pointed out the CDBG applications for next year's funding are due on February 20th and the Board has agreed to apply for replacement of the air conditioning at Forstmann, replacement of the furnace at Reid and rewiring the computers at Forstmann.

Open Borrowing: Ms. Mollica stated there is no further update.

Staff Computers and Printers: Discussion took place that computers should be labeled for security reasons. Mr. Weingast stated the computers would be labeled and bolted to the tables.

Passaic Public Library Internet Policy: Ms. Mollica stated Mr. Lane J. Biviano, Library Attorney, is reviewing the Policy.

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E-Rate Application: Mr. Porto noted the E-Rate Application has been submitted.

Fundraising: Discussion took place concerning the proposed beefsteak dinner to take place in the spring. It was decided to postpone this event until the fall.

Gates' "Staying Connected" Grant: Ms. Mollica stated PR concerning the purchase of the computers for the public must be submitted to the local newspapers.

2009 Library Board Meeting Dates: Discussion took place concerning the March Meeting date. **ACTION:** Ms. Diodonet made the Motion to meet on Tuesday, March 17th at 7 p.m. at the Reid Memorial Branch Library; Ms. Dukes seconded. The Motion passed.

The Calendar for April, May and June Meeting Dates were discussed. **ACTION:** Mr. Shafrin made the Motion that the Board will meet on April 14th, May 19th and June 16th and a Special Meeting will take place on July 28th; Ms. Ramirez seconded. The Motion passed.

Mr. Porto stated the calendar for September through December 2009 would be completed when we know when the City Council will be meeting in those months.

Future CDBG Projects: Mr. Rodriguez discussed the condition of the alarm system in the Forstmann Library, noting it is outdated and teenagers often pull exposed wires then tripping the alarm system. After some discussion, it was decided to submit a CDBG application on February 20th for a new alarm system.

NEW BUSINESS

Evacuation Plan / Defibrillators / Baby Changing Stations: Mr. Rodriguez reported he is working on the Evacuation Plan. Mr. Weingast and Ms. Mollica stated they are gathering information on defibrillators and baby changing tables. Mr. Porto stated The Red Cross would train five or six members of the Staff in-house for \$65.00 per person. Ms. Mollica was asked to ask the Staff for volunteers on who would like to attend this training.

League of Municipalities Resolution: **ACTION:** After some discussion, Mr. Shafrin made the Motion to accept the Resolution that was recently approved by the NJLA Executive Board as follows: "Now therefore be it resolved by the Board of Trustees ("Board") of the Passaic Free Public Library assembled in open public meeting on February 17th 2009, that said Board protests the action of the League in adopting Resolution 2008-03 and forwards this resolution to the League, to the state Senator and the Assemblypersons representing the district in which the Passaic Public Library is located. Ms. Ramirez seconded the Motion. The Motion passed.

Finance Committee: Ms. Ramirez reported the Committee has met with Mr. Weingast and are working on presenting more realistic numbers in the Budget. Another meeting will be scheduled.

Report of the Treasurer: The Bills were reviewed. **ACTION:** Ms. Ramirez made a Motion to pay the February 2009 Bills in the amount of \$24,420.38; Ms. Evile seconded. The Motion passed.

Minutes: The Minutes of the January 27th 2009 Meeting were received. **ACTION:** Ms. Ramirez made a Motion to approve the Minutes; Ms. Diodonet seconded. The Motion passed.

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Transcription of Future Board Minutes: Ms. Mollica informed the Board that she has spoken to a representative from a company we have contracted with in the past called Office Team, concerning hiring an employee from the agency to take and transcribe the Library's monthly Board Meeting Minutes. After some discussion, the Board decided to make an offer in the range of \$75 to \$85 to take and transcribe the Minutes.

Hearing of Board Members: Mr. Shafrin reported that the director of Head Start, Dr. Lillian Ramos, is concerned about the Reid Memorial Branch Renovation Project, and its effect on the preschool children. She will be sending the Board a letter about her concerns.

Mr. Porto noted that a plaque should be presented to Mr. Craig B. Miller for his years of service on the Board. Some Trustees thought that a plaque has been purchased. Ms. Mollica stated she would look into this.

Mr. Porto stated that after the Board Meeting tonight, the Trustees would celebrate Ms. Dukes' and Ms. Diodonet's birthdays.

Date of Next Regular Board Meeting: Tuesday, March 17, 2009 at 7:00 p.m. at the Reid Memorial Branch Library located at 80 Third Street.

Adjournment: ACTION: Ms. Ramirez made the Motion to adjourn the Meeting and Mr. Shafrin seconded.
The Motion passed. [9:50 p.m.]

Respectfully submitted by:

Kathleen Mollica

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Interim Library Director /
Board Secretary