

PASSAIC PUBLIC LIBRARY  
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES  
SPECIAL MEETING

March 11, 2008

Minutes – SPECIAL MEETING

**Call to Order:** 7:15 p.m.

**Present:** Mr. Mark S. Auerbach, Ms. Maria DeDios, Ms. Maria Evile, Ms. Sandra Diodonet, Ms. Angie Ramirez, Ms. Joan Tabor, Mr. Walter Porto; Mr. Alan Bobowski, Library Director

**Absent:** Dr. Alex D. Blanco

**Excused:** Ms. Cyndi Schoenbrun  
Mr. Mark S. Auerbach presided.

**Public Announcement of Special Meeting:** Was published in the Public Notices section of the Herald News on Sat. 3/08/08, dated 3/6/08

**Presentation of Visitors:** Mr. Carlos Rodriguez, Sr. , Library Staff; Mr. Menachem Bazian, BC Consulting Services, Inc.

**Hearing of Citizens:** None

**Report and Communications of the President:**

Mr. Auerbach stated that the Library Budget for 2008-2009 was of the utmost importance. The City of Passaic's Business Administrator usually calls for submittal of the Library's proposed Budget in late April or early May each year. By getting started on the Library Budget in March, the Library will be prepared to submit the final copy of the Budget when it is due to the City of Passaic.

**Library Budget:**

Mr. Bobowski presented 2 versions of the Library's proposed Budget for 2008-2009. Both versions included some changes in income and expenses based on current Y.T.D. actual experience. Version 1 of the Budget maintained the current staffing levels and Version 2 of the Budget reduced staffing to the minimum needed to continue to be eligible for State Aid.

Mr. Auerbach led a discussion of the Library's insurance and asked for a report from Mr. Bobowski on what insurance policies are carried by other libraries in the area.

Mr. Porto requested that a plaque in appreciation of the past service of former Trustee and Board President Craig B. Miller be purchased immediately, since the plaque had first been discussed by the Board of Trustees back in November 2007.

Mr. Porto also stated that he had sent into the Library his relatives to test whether the Library's Circulation Staff was requesting patrons to provide their email address, as he had suggested to the Director the previous week, at a Finance Committee Meeting. Mr. Porto stated that his relatives

had not been asked for the email addresses and asked Mr. Bobowski why the suggested change had not been implemented. A discussion ensued of whether Mr. Bobowski should have, as he did, consulted with the Library Staff involved before beginning this updated procedure or whether such consultation with Staff was unnecessary. It was the sense of the Library Board that Mr. Bobowski consults with the Library Staff too much and should make more independent decisions without such consultation.

After an examination and discussion of the proposed Library Budget for 2008-2009, the Board of Trustees requested the following information:

An estimate on actual insurance costs after duplicate insurance issues are resolved.

An analysis of phone options combining, local, long distance, and Internet access into a single account.

A description and list of Y.T.D. expenses on Budget lines that are not clear from the monthly financial reports such as bank charges, advertising and marketing costs, printing and duplication costs, etc.

A revision of the Financial Reports to separate out expenses for advertising the Trustee Meeting announcements from Library marketing costs.

A revised proposed Library Budget that eliminates the column showing the 2006-2007 budgeted amounts and replaces it with a column that shows the 2007-2008 actual amounts.

Mr. Auerbach stated that the Trustees should examine the proposed Library Budget closely before the next Regular Meeting on March 25 2008 and try to find ways in which expenses could match the anticipated income of \$1,252,811.

**Hearing of Board Members:**

Mr. Auerbach reported that he had updated the New Jersey Library Trustees Association (NJLTA) list for Passaic Public Library's Trustees and that the Business Office needed to issue a \$40 check to NJLTA to increase the number of registered trustees from 7 to 9. An NJLTA Registration Form for each individual Trustee will be distributed at the next meeting.

Mr. Auerbach asked that a list of phone votes and email votes conducted in 2005, 2006 and 2007 be compiled so that those votes can be included in the written Minutes of the Trustees.

**ACTION:** A Motion to prepare a Request For Proposal (RFP) for an accounting firm to conduct the 2006-2007 audit was made by Mr. Porto, 2<sup>nd</sup> by Ms. Diodonet; approved unanimously.

Mr. Porto asked that donation request letters be sent to Passaic's elected officials, including the Mayor, members of the City Council, State & Federal Legislators and County Freeholders.

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Mr. Auerbach stated that the widow of Mr. Jonathan Maslow, Asst. Editor of the Herald News, requested to hold a memorial service at the Reid Memorial Branch Library. A discussion ensued concerning the legal number of occupants that can be held at the Reid Memorial Branch Library for programming in the 2<sup>nd</sup> floor auditorium for the serving of food, etc. The date of the memorial will be April 26 2008. The Board of Trustees will be asked to approve this use of the Reid Library.

**Date of Next Regular Meeting:** Tuesday, March 25, 2008 @ 7:00 p.m.

**Adjournment:** ACTION: A Motion was made to adjourn the meeting by Ms. Diodonet, 2<sup>nd</sup> by Ms. Tabor; approved unanimously at 10:30 p.m.

Submitted by:

Alan Bobowski  
Library Director / Board Secretary