

PASSAIC PUBLIC LIBRARY  
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES

March 25, 2008

Minutes – REGULAR MEETING

**Call to Order:** 7:20 pm

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

**Absent:** Dr. Alex D. Blanco, Ms. Maria DeDios

**Excused:** Ms. Sandra Diodonet

**Public Announcement of Meeting**

**Executive Session:**

**ACTION:** A Motion was made by Mr. Porto to enter into Executive Session at 7:25 pm; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

The Board resumed the Regular Session by unanimous vote at 7:35 p.m. Trustees Present for Regular Session: Mr. Auerbach, Ms. Evile, Ms. Ramirez, Ms. Schoenbrun, Ms. Tabor, Mr. Porto; Mr. Bobowski, Library Director.

**ACTION:** A Motion was made by Mr. Porto to accept resignation of Mr. Alan Bobowski, effective May 23, 2008, as stated in his letter (below):

Alan Bobowski  
1107 Ehler St.  
Stroudsburg, PA 18360

March 18, 2008

Board of Trustees  
Passaic Public Library  
195 Gregory Ave  
Passaic, NJ 07055  
Attn: Mark Auerbach, President

Dear Mr. Auerbach,  
I hereby resign from the position of Director of the Passaic Public Library, effective May 23, 2008.

Sincerely yours,  
Alan Bobowski

and to approve his vacation (use of 27 days) from April 17, 2008 to May 23, 2008, 2<sup>nd</sup> by Ms. Ramirez; Approved with 5 votes in favor and 1 abstention.

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**ACTION:** A Motion was made by Mr. Porto to appoint Ms. Kathleen Mollica as part-time Interim Library Director beginning April 17, 2008 for 15 hours per week at \$35.00 per hour; 2<sup>nd</sup> by Ms. Tabor; Approved with 5 votes in favor and 1 against.

**ACTION:** A Motion was made by Mr. Porto to begin a search for a new permanent director; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

Mr. Auerbach asked that the entire Board of Trustees be involved in the selection of a new director.

**Presentation of Visitors:** Ms. Jean Ellis, Ms. Elizabeth Tooley, Mr. Carlos Rodriguez, Sr., Mr. Edward Goldblatt, library staff; Mr. Joseph Hicswa, Ms. Blanche Naideck, patrons; Mr. Menachem Bazian, BC Consulting Services, Inc.

**Hearing of Citizens:** Mr. Hicswa requested that the Minutes of Board Meetings be posted for the public to read to encourage more members of the public to attend Board Meetings. Mr. Auerbach responded that the Minutes will be made available in printed form in the Business Office for the public to view in notebooks. Mr. Bazian offered to convert any minutes to PDF format.

**ACTION:** A Motion was made by Mr. Porto to hold a Special Meeting of the Board of Trustees to discuss the UE Local 404 Contract, past minutes, and other matters from this evening's Agenda that may not be completed; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

Ms. Naideck asked why the Board of Trustees was concerned with Minutes dating back from 2005. Mr. Auerbach responded that the Minutes need to be available in printed form. Ms. Naideck wanted to know why there was no announcement of the Library's recent 2<sup>nd</sup> Sunday Concerts in the newspaper or on the Library's website banner. Mr. Auerbach responded that in the future the Concerts will be announced via the newspaper, the website, and e-mail. Ms Naideck asked why the Library stopped holding books sales and if a book sale table couldn't be put outside the Library periodically. Mr. Bobowski responded that books for sale have been housed on a large green cart near the Reference Desk for some time now and that the library takes in between \$20-\$30 each month on the sale of these used books.

Mr. Hicswa asked that the Book Sale sign be made larger.

Mr. Goldblatt stated that the website was difficult to use. Mr. Auerbach responded that the website will be upgraded in the near future. Mr. Goldblatt stated that the Telecenter needs to be open on Thursdays and Fridays. Mr. Auerbach responded that Telecenter hours are limited by availability to pay for Staff.

Ms. Naideck stated that the Library needs more volunteers and a "Friends of the Library" group. Mr. Auerbach responded that it's difficult and time-consuming to get a "Friends of the Library" group started and functioning well.

**Report of the Director:** The Library Director's written report was included in the previously distributed Board Meeting packets.

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### **New Business**

**Reid Memorial Branch Library:** A lengthy discussion was conducted concerning the recent fire code violations (distributed as attachments to the Director's Report in the Board Packets) given to the Reid Memorial Branch Library for the fire alarm system and fire escape. The fire alarm system has long been known to be in need of replacement, from at least 1983. Mr. Auerbach distributed copies of letters concerning the fire alarms dated from 1983 and 1988. Mr. Porto stated that the Fire Inspector will not accept a wireless alarm system. Mr. Auerbach stated that he thought wireless alarm systems used protected frequencies and were acceptable to the Fire Inspector. Mr. Auerbach stated that he had spoken with T&R Alarms and that the system was tested last year and found to be working properly, the Library pays a monitoring fee quarterly, and the he would find out why the monitoring system didn't show that the system was defunct prior to the visit of the Fire Inspector. Mr. Rodriguez stated that the fire escape violation was more like an instruction to test the fire escape to make sure that it functioned at low poundage and that the escape would be oiled and tested the following morning. Mr. Auerbach assured the Board that the Fire Inspector would allow the Reid Memorial Branch Library to remain open as long as the Library made timely progress in correcting these issues.

The Reid Memorial Branch Library's Main Reception Desk will not be refinished by the Library's Maintenance Staff for the upcoming memorial service to be held for Jonathan Maslow out of concern for it's historic nature. Ms. Schoenbrun stated that she had not be at the Special Meeting when sprucing up the Reid had been discussed, and asked if the tour of the Reid Branch by Trustees and list of improvements had been made with the knowledge of the Library Director. Mr. Auerbach assured her that it had been.

A discussion ensued about putting the Reid Memorial Branch Library on the Federal Register of historic places. Mr. Auerbach stated that he would submit the paperwork to accomplish this after the April 8<sup>th</sup> Special Meeting but that the Federal Bureaucracy would act on this request according to its workload.

**RFP for 2007 CDBG Grant to assess & replace Forstmann Library windows:** ACTION: A Motion was made by Ms. Ramirez to request that LAN Associates be the general contractor for this CDBG Grant and to include the addition of the replacement of the outside door lamps to the project; 2<sup>nd</sup> by Mr. Porto; Approved unanimously.

**New Jersey Library Association's Annual 2008 Conference:** The Conference will be held at The Ocean Place in Long Branch, New Jersey, from April 29-May 1<sup>st</sup>, 2008. The Library will pay for early registration (\$50), meals and mileage for one day for any Trustee who attends. An e-mail will be sent notifying any Trustees who are absent from this meeting of this Conference. The Trustees encouraged any Library Staff who are interested to attend this conference.

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**Minutes of February 26 Regular Meeting:** ACTION: A Motion to approve Minutes of the Regular Meeting of February 26, 2008 was made by Ms. Evile; 2<sup>nd</sup> by Ms. Tabor; Approved with 5 votes in favor and 1 abstention.

**Minutes of March 11 Special Meeting:** ACTION: A Motion to approve Minutes, as amended, of the Special Meeting of March 11, 2008 was made by Mr. Porto; 2<sup>nd</sup> by Ms. Evile; Approved with 4 votes in favor and 2 abstentions.

**Maintenance Logs for Library Vehicles:** Mr. Auerbach asked that a vehicle use & maintenance log be created & maintained by the Maintenance Staff. This log is to include the beginning time for the use of either the Bookmobile or the Van, the return time, mileage used and list any maintenance performed on either vehicle.

**105<sup>th</sup> Anniversary of the Reid Memorial Branch Library:** Ms. Tabor and Ms. Evile distributed a list of activities planned for the 105<sup>th</sup> anniversary celebration of the Reid Memorial Branch Library.

**Report of the Treasurer:** ACTION: A Motion to approve the Statement of Receipts and Disbursements for the month ending February 29<sup>th</sup>, 2008 and to pay the March 2008 Bills was made by Mr. Porto; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

### **Unfinished Business:**

Ms. Schoenbrun asked if the current Board Treasurer, Ms. DeDios, had met with Mr. Menachem Bazian, the Library's financial consultant, or the Board's Finance Committee in order to get up to speed on the Library's Budget. Mr. Auerbach stated that Ms. DeDios had not done so yet due to current personal constraints.

**Library's Insurance:** Mr. Auerbach was able to get in touch with a representative of Brown and Brown, who represent Zurich Insurance, the City of Passaic's Insurance Company who has the Passaic Public Library insured. Mr. Auerbach has not yet been able to obtain the Insurance's declarations page. Mr. Bobowski reported that Officers and Director's Errors & Omissions Insurance should be included in the coverage the Library already has and will verify this with the actual declaration pages.

**Library's Audit RFP:** The files maintained in the Business Office will be searched to see if the Library issued a Request For Proposal (RFP) for audit services in the past. If so, the draft Audit RFP (which accompanied this month's Directors' Report) will be modified to include any Library-specific information.

The Trustees will send the Mr. Bobowski names of the accounting firms that should be included to receive this RFP. Sam Klein & Company and Lurch, Vinci & Higgins will be included in the list to receive a RFP.

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**UE Local 404 Contract Negotiations:** Mr. Auerbach stated that there were still some wrinkles in the Contract with UE Local 404 to be ironed out before it could be signed.

**Consolidation of telecommunication charges with a single vendor:** Verizon will tour the Library on Tuesday, April 1<sup>st</sup> in order to develop a price quote. The appointment time will be changed to 2:30 p.m. to enable Ms. Tabor to meet with the Verizon representative during this tour.

**Request to hold a Memorial Service for Jonathan Maslow at the Reid Memorial Branch Library:** ACTION: A Motion was made by Mr. Porto to allow a Memorial Service, with food, to be held on Saturday, April 26, 2008 at the Reid Memorial Branch Library; 2<sup>nd</sup> by Ms. Tabor; Approved unanimously.

**Career Day at Passaic High School on Friday, March 28, 2008:** Mr. Auerbach asked Mr. Bobowski who from the Library Staff would be attending the upcoming Career Day held at Passaic High School on Friday, March 28th. Mr. Bobowski stated that he would find out which Reference Librarian would be attending this event from Ms. Jean Ellis.

**Date of Next Regular Board Meeting:** Tuesday, April 22<sup>nd</sup> 2008 @ 7:00 p.m.

**Adjournment:** ACTION: A Motion was made to adjourn the Meeting by Ms. Ramirez; 2<sup>nd</sup> by Ms. Tabor; Approved unanimously at 10:35 p.m.

Respectfully submitted by:

Alan Bobowski  
Library Director

PASSAIC PUBLIC LIBRARY  
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES

March 25, 2008

**EXECUTIVE SESSION MINUTES – REGULAR MEETING**

**Executive Session:**

ACTION: A Motion was made by Mr. Porto to enter into Executive Session at 7:25 pm; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

Roll Call: Mr. Auerbach, Ms. Evile, Ms. Ramirez, Ms. Schoenbrun, Ms. Tabor, Mr. Porto and Mr. Bobowski, Library Director.

ACTION: A Motion was made by Mr. Porto to accept resignation of Mr. Alan Bobowski, effective May 23, 2008, as stated in his letter (below):

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ACTION: A Motion was made by Mr. Porto to begin a search for a new permanent director; 2<sup>nd</sup> by Ms. Ramirez; Approved unanimously.

**Adjournment of Executive Session to return to Regular Session:** A Motion was made by Ms. Ramirez to adjourn Executive Session and to return to Regular Session; 2<sup>nd</sup> by Mr. Porto. Approved unanimously at 7:35 p.m.

Trustees Present for Regular Session: Mr. Auerbach, Ms. Evile, Ms. Ramirez, Ms. Schoenbrun, Ms. Tabor, Mr. Porto; Mr. Bobowski, Library Director.