

PASSAIC PUBLIC LIBRARY
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES

April 8, 2008

Minutes – SPECIAL MEETING

Call to Order: 7:15 p.m.

Present: Mr. Mark S. Auerbach, Ms. Maria Evile, Ms. Angie Ramirez, Ms. Joan Tabor, Mr. Walter Porto and Mr. Alan Bobowski, Library Director were present.

Absent: Ms. Maria DeDios

Excused: Ms. Sandra Diodonet

Public Announcement of Meeting

Report of the President: Mr. Auerbach read a letter received from Ms. Cyndi Schoenbrun, stating her resignation from her current position as Trustee, effective immediately.

Mr. Auerbach stated that Ms. Schoenbrun had conducted herself in a divisive manner at the last few meetings and that she had knitted at the immediately proceeding meeting and made negative comments about 4 other Trustees. He stated that portions of her letter “were pure fiction”. Mr. Auerbach also noted that a copy of Ms. Schoenbrun’s letter is in the Business Office.

Old Business:

U. E. 404 Contract: The contract with the U.E. Local 404 still needs some fine-tuning. Ms. Jean Ellis suggested that the parties sign the Memo of Understanding and then resolve the remaining issues before signing the contract. Ms. Ellis will write down the issues and give the list to Mr. Auerbach. A meeting of the negotiating teams will be scheduled as soon as Ms. Ellis returns from vacation. Representatives from the Trustees and the U.E. Local 404 then signed the Memo of Understanding.

2008-2009 Library Budget: A special meeting of the Board of Trustees will be called to address the 2008-2009 Library Budget before the due date of May 9, 2008.

Search for Children’s Librarian – UPDATE: A discussion was held on the qualifications of the candidates for the vacant Children’s Librarian position and a decision was made to offer the position to Ms. Ariel Z. Cooke.

ACTION: A Motion was made by Mr. Porto to offer the position of Children’s Librarian to Ariel Z. Cooke at an annual salary of \$42,500, to commence as soon as possible after Ms. Cooke completes her MLS degree; seconded by Ms. Ramirez; Approved unanimously.

Automated Patron Computer Sign-in System – UPDATE: The router needed to be upgraded in order to implement the SAM Internet session management system being installed.

Library Van (new) / Bookmobile De-accession: A discussion took place regarding the sale of the Library’s Bookmobile. **ACTION:** A Motion was made by Mr. Porto to sell the Bookmobile at a price of \$35,000 or higher; seconded by Ms. Evile; Approved unanimously.

Employee Time Clock – UPDATE: Some Staff members have been trained on the use of the new biometric time clock system. The remaining Staff members will be added to the system in the coming weeks. The manual timesheet system and the biometric time clock system will both be used until the kinks have been worked out of the new time clock process.

Forstmann Library window replacement/repair project: A discussion was held describing the details of the Forstmann Library window replacement/repair project and the construction of a multipurpose room in the basement of the Forstmann Library. ACTION: A Motion was made by Ms. Evile to contract with LAN Associates to create a bid package and supervise the Forstmann window replacement/restoration project and the Forstmann multipurpose room project; seconded by Ms. Tabor; Approved unanimously.

Memorial Service @ Reid Memorial Branch Library on Saturday, 04/26/08: The Memorial Service for Mr. Jonathan Maslow will be held at the Reid Memorial Branch Library on Saturday, April 26th 2008. Mr. Carlos Rodriguez, Jr. will be on staff that day at the Reid Memorial Branch Library and Mr. Maslow's widow will pay his salary for the day.

105th Anniversary of Reid Memorial Branch Library on Sunday, 05/18/08: Activities for the observation of the 105th anniversary of the Reid Memorial Branch Library were reviewed.

R.F.P's for Library's Audit – UPDATE: A discussion was held on sending out requests for proposals (R.F.P's) to local accounting firms to conduct the annual Library Audit. ACTION: A Motion was made by Mr. Porto to send the Audit R.F.P. (as previously provided in the Board Packet) to the six firms listed on the draft RFP; seconded by Ms. Evile; Approved unanimously.

Library Memorial for Frances E. Fornal: A discussion took place on the type of Memorial that should be made in honor of the passing of the former Library employee, Ms. Frances E. Fornal. The Children's Room will be hereafter called "The Frances E. Fornal Children's Room".

Exhibits & Programming / Calendar/ Advertising / Press Releases: The Board has asked that Ms. Jean Ellis write down the current publicity procedures for announcing Library events. These procedures will be used as the basis for new, augmented procedures.

Maintenance & Usage Logs for Library Vehicles, Machinery & Equipment: The Maintenance Department will now begin a motor vehicle usage and maintenance log for the Library Van.

Fire Alarm Violations @ Reid Memorial Branch Library – UPDATE: A second quote for replacing the fire alarm system at the Reid Memorial Branch Library was received. Mr. Carlos Rodriguez, Sr. will contact both bidders to make sure that each is quoting the same kind of system (wireless or wired, etc.) with the same number of stations.

Date of Next Regular Meeting: Tuesday, April 22nd 2008 at 7:00 p.m.

Adjournment: ACTION: A Motion was made by Mr. Porto to adjourn the Meeting at 10:30 p.m.; seconded by Ms. Ramirez; Approved unanimously.

Respectfully submitted by:

Alan Bobowski
Library Director