

**Passaic Public Library  
Board of Trustees**

**APRIL 14, 2009  
MINUTES**

**Meeting Held at:** Forstmann Main Library  
195 Gregory Avenue  
Passaic, NJ 07055

**Presided by:** Mr. Walter Porto - President

**Meeting Called to Order:** 7:23 PM

**Quorum:** Present

**Flag Salute:** Led by Mr. Porto

**Public Announcement of Meeting:** Meeting was properly published in the newspaper and listed on the Library's website.

**Roll Call – Attendees:**

Walter Porto – President  
Mike Shafrin – Vice-President  
Mario M. González – Library Director  
Angie Ramirez – Treasurer  
Joan Tabor – Alternate to Superintendent  
Glenny Candelaria –Alternate to Mayor  
Robin Dukes – Trustee

**Board Members Absent:** Maria DeDios, Sandra Diodonet, and Maria Evile (excused)

**Staff Members present:** Jean Ellis – Reference Librarian, Jim Bordone – Reference Librarian

**Presentation from The Workforce Investment Board (WIB):** Ms. Lanisha Malke gave a presentation explaining the functions of the WIB and how they would like to partner with the Passaic Public Library to establish a Learning Link Site. Ms. Malke explained that services that were previously provided to Passaic were possibly being transferred to Paterson, leaving Passaic with no services from the County. The Learning Link is part of the One-Stop Career Centers and will provide ESL and Adult Basic Education. The New Jersey Department of Labor will fund the program, but has no funds for overhead expenses. The WIB is asking for a room to house 30 computers to hold classes. Discussions took place regarding security, insurance issues, whether the center would benefit Passaic residents, and staffing. Ms. Malke will check whether the WIB can request funds for a security guard, but there is no guarantee.

Mr. Porto stated that allowing the WIB to utilize the room at the Reid Library is usually only for a six (6) month period. They would then have to re-apply to the Board for approval. Mr. Porto also stated that if the WIB can get 20 or more participants by June 15<sup>th</sup>, he would work to get them the room needed.

Mark Auerbach raised questions regarding what percentage of the WIB is from Passaic and the percentage of students from Passaic. Ms. Malke did not have the specifics, but would look into the answers.

**Hearing of Citizens:** Mark Auerbach wanted to know the status on the following items from Old Business and Mr. Porto provided the attached answers:

Fire Drill Procedures- Carlos Rodriguez is installing all the arrows and labels for directions in the case of a fire.

Defibrillators – Approved 2 months ago. The Board is trying to get them for free. If not free, they will piggyback with the City to get the lowest price.

Emergency Exit Plans – Waiting for all labels and signs to be installed, and then the Board will work with the Fire Department to set up the plans.

CPR Training – Waiting to hear when we will have trainers. We need one for resuscitating adults and one for resuscitating children.

Changing Tables – These were approved at the last meeting and have been purchased and are waiting to be installed.

Agenda & Minutes – Mr. Porto announced that starting with this meeting, the Agenda and Minutes will be posted on the Library's website.

Wanted to know what Minutes had the Motion for the Board to surrender the RFP or RFQ's to the city? – Mr. Porto explained that the board never had a motion to surrender the RFP's or RFQ's. The board asked the city to intervene due to the board not being informed enough.

Why aren't the Meetings always on the 4<sup>th</sup> Tuesday and asked the board to be inclusive of the Jewish community and respect their holidays. – Mr. Porto said they would take the Jewish Community into consideration when planning their Meetings. Meetings are always announced, in advance, on the Library's website and in the newspaper.

ACTION: Ms. Ramirez motioned to close the public portion of the Meeting. Motion seconded by Mr. Shafrin. Motion carried.

### **Report of the Library Director – Mario M. González**

Mr. González stated that the budget was approved for \$1,210,315. We also secured an additional \$70,315. for the current fiscal year. The new computers are up and running at Forstmann Library main level. Mr. González thanked the Board for making them available.

Mr. González checked into the policies regarding donating the card catalogs. There is no policy; however we suggested the possibility of holding an auction.

Mr. Porto asked Mr. González to check into the cost of ESL classes, 2 hours, 2 times a week, 10 weeks for 20-22 students. Mr. González stated the cost for hiring an instructor for a 10-week cost is about \$2,500. The possibility of re-arranging the computer center to accommodate 3-4 more students. Jean Ellis spoke about needing teachers and expanding computer classes to include Word, Quicken, PowerPoint, but we need more staff. Mr. González questioned the procedure of hiring part-time staff. We have 3 Librarians with no coverage for vacation, jury duty, and illness. Mr. Porto stated that once salaries are paid out, if there is still money left, you can hire someone. If money is not available, we have to amend the budget to accommodate new hires.

### **Report of the Treasurer – Angie Ramirez**

Ms. Ramirez presented Bills to be paid for approval. Lengthy discussion took place regarding installation of new lights in the Children's room. Work was performed by Carlos Rodriguez and an electrician. Mr. Porto questioned when and who approved this work. Mr. González took full responsibility for allowing the work to go forward. Mr. González was under the impression that Carlos Rodriguez went with the lowest bidder. Prior to paying the electricians bill, Mr. Porto wants all quotes submitted sent to him. Mardell Electrical Contractors bill is for \$2703.00.

ACTION: Mr. Shafrin made a motion to amend the Bills for approval from \$35,503.79 to \$32,800.79. Motion was seconded by Ms. Tabor. Motion carried. ACTION: Mr. Shafrin made a motion to not pay Mardell Electrical Contractors until we receive their Bills. Ms. Dukes seconded the motion. Motion carried.

### **Committee Reports**

**Finance** – Ms. Ramirez stated that the FY2009-2010 Budget Committee met and they would like to hold a special meeting to present the budget to the Board before the June 1<sup>st</sup> deadline. Mr. Porto asked Mr. González to prepare a working Budget to include all the employee's names, salary last year, their current salary and their salary with a 3% increase. Ms. Ramirez requested that the Board purchase another 25 computers to bring all the computers in the libraries up-to-date. The current ones are constantly freezing up or not working and the staff has to rely on the public computers, which infuriates the public. A discussion took place and the issue has been tabled until the next scheduled Board meeting on May 19<sup>th</sup>.

### **Old Business**

The Open Borrowing Policy was discussed. Mr. Porto brought up the possibility of using referrals for customers to use at other libraries. Outside of PALS Plus, Mr. González offered the Board several other options, including reducing the cost. The issues brought up were: Would patrons come and get the referrals?

Would other libraries accept the referrals?

Patrons are going to Rutherford for unknown reasons

Ms. Ramirez suggested the possibility of stopping the Open Borrowing Policy. Mr. González stated that the Open Borrowing Policy is part of the stellar service that we provide our patrons, but it comes at a price.

Mr. Porto stated that it might be a good idea to table this issue so all segments of the community have a chance to state their position at the next meeting and to try to find out why patrons go to Rutherford. This issue has been tabled to the next Board meeting on May 19<sup>th</sup>.

### **New Business**

Mr. González brought up the subject of Summer Hours. Mr. Porto stated that we have an obligation to stay open on Saturday and Sunday until school is out. ACTION: Motion was made by Mr. Shafrin to extend Winter hours for Saturday and Sunday until the weekend before July 4<sup>th</sup>, then closed on Saturday and Sunday until the 1<sup>st</sup> weekend after Labor Day; also, to close early on Tuesdays from July 7<sup>th</sup> to September 15<sup>th</sup>. Motion seconded by Ms. Ramirez. Motion carried.

Mr. Porto asked Mr. González to check the last Minutes that are posted on the website and to make sure it is updated. ACTION: Ms. Ramirez motioned to accept the Minutes from the March 17<sup>th</sup> meeting. Motion seconded by Mr. Shafrin. Motion carried.

Mr. González announced that patrons would be charged \$2.00 a day to use the computers if they don't have a library card, effective May 1, 2009. There is no charge if they use their Passaic Public Library card.

A member of the public has requested minutes of the Board from 2002-2007. The Board Attorney has established an O.P.R.A. request form for such requests. ACTION: Ms. Candelaria motioned to approve the form. Motion seconded by Ms. Ramirez. Motion carried. It will be posted on the website. Mr. Porto asked Mr. González to find out what the Boards legal obligations are regarding how long to hold onto Minutes and the procedure for fulfilling requests for Minutes.

**Adjournment:** ACTION: Ms. Candelaria motioned to Adjourn the meeting. Ms. Ramirez seconded the motion. Motion carried. Meeting Adjourned 10:00PM