

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

BOARD OF LIBRARY TRUSTEES

April 22, 2008

Minutes – REGULAR MEETING

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

APRIL 22, 2008: At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, Ms. Diodonet, Ms. Evile, Ms. Hiller-Cousins, Ms. Tabor, Mr. Porto and Mr. Auerbach were present. Ms. Ramirez was excused. Ms. DeDios was absent. Mr. Auerbach presided. (7:15 p.m.)

Public Announcement of the Meeting was given.

Members of the Staff in attendance were Ms. Mollica, Ms. Tooley and Mr. Bordone (9:00 p.m.)

Visitors: Mr. Joseph Hickswa, Mr. Martin Weingast and Mr. David S. Robertson.

Mr. Auerbach announced the appointment of Ms. Minnie Hiller-Cousins as the Mayor's Alternate. Mr. Auerbach noted Ms. Hiller-Cousins had served on the Board several years ago, and he welcomed her back.

Treasurer's Report: In order not to delay Mr. Weingast who was present from BC Consulting Services, Inc., Mr. Auerbach digressed from the Meeting's Agenda and the Treasurer's Report was reviewed. Mr. Weingast answered questions pertaining to some bills. Discussion took place concerning the petty cash account. Mr. Auerbach stated that a better system is needed to coordinate petty cash spending, and to minimize the overabundance of paperwork now being generated. Suggestions were made which include looking into a ShopRite credit card and a Costco card, as well as ordering from Staples online. Discussion also took place about streamlining Post Office visits to mail books back to libraries received via Jersey-Cat loan program. Mr. Auerbach stated the purchase of a postage scale, which would weigh large books and allow Staff to affix such postage in-house, might be the solution. After further discussion, **ACTION: Mr. Porto made a motion to approve the Statement of Receipts and Disbursements for the month ending March 31, 2008 and to pay the Bills for April 2008; Ms. Diodonet seconded. The motion passed.**

Hearing of Citizens: Mr. Hickswa inquired as to when the more recent Board Meeting Minutes will be put on the Library's web page. Mr. Auerbach stated the Minutes would be online soon.

Final Report of the Library Director: The Final Report was received and filed.

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Minutes: The Minutes of the March 25, 2008 Meeting were received. ACTION: A Motion to approve the Minutes & Executive Session Minutes was made by Mr. Porto and seconded by Ms. Tabor. The Motion passed with two abstentions.

Report & Communications of the President: Mr. Auerbach discussed the Memorial Service for Mr. Jonathan Maslow. He described a meeting he had earlier in the day at the Reid Memorial Branch Library at which Mr. Porto was also present, where a heated exchange took place between Mr. Auerbach and Mr. Maslow's widow concerning where food would be served at Reid and other matters concerning the use of Reid; an agreement was reached. The Board was in consensus that the Memorial Service take place as scheduled. Mr. Porto stated he would attend the Memorial Service on Saturday. A \$250 donation will be given to the Library from Mr. Maslow's widow. Discussion then took place concerning the financial disclosure form provided from the Passaic City Clerk, which Mr. Auerbach reminded the Trustees must be completed before the deadline of April 30, 2008.

UNFINISHED BUSINESS

Search for a new Children's Librarian: Discussion took place concerning reopening the search for a Children's Librarian. It was pointed out the position was offered to an applicant who decided not to accept as did a second applicant. Mr. Auerbach appointed Ms. Evile and Ms. Hiller-Cousins to review the applications on file. Mr. Auerbach reminded the Board there is much that needs to be done and he established a list of priorities, which include the hiring of a Library Director and Children's Librarian and an in-house part-time bookkeeper, as well as the Minutes from 2006 and the Department of Personnel titles. In regard to hiring a Children's Librarian, Mr. Auerbach stated Ms. Tooley and Ms. Cepeda might be involved in the process if they so desire.

2008-2009 Library Budget: It was decided that a Special Meeting would take place on April 28, 2008 at 7:30 p.m. to discuss the Library's 2008-2009 Budget, which is due to be submitted to the City of Passaic on Friday, May 9, 2008.

Department of Personnel: Mr. Auerbach explained that the previous Library Director had planned to promote several Staff Members. However, the Department of Personnel rules were not followed and necessary paperwork was not forwarded to the Dept. of Personnel in a timely manner. Trustees did not discuss or approve promotions.

Security: Ms. Hiller-Cousins had several questions concerning the security guard and his responsibilities. After some discussion, it was suggested the contract with the security company, Spartan Security Services Inc., be reviewed. In further discussion on this matter, Mr. Auerbach noted that there should be 10 laptop computers in the Telecenter. However, he sees only 6 laptops in use. Mr. Bordone stated that 2 laptop computers had been stolen a few months ago. Mr. Auerbach stated the Board was not informed about this theft. Maintenance worker for the evening, Mr. Rodriguez, JR. was called to the Meeting; he verified that 2 laptops were in the Maintenance Office for repairs. Upon returning from lunch, Mr. Rodriguez JR. noticed they were missing. He notified the Library Director, Mr. Bobowski, but does not know if a Police Report was made. This theft occurred in February 2008. Ms. Mollica was asked to look into this matter. Discussion then took place on whether an evacuation plan was in place for both libraries, as well as a plan for a lock-down, if such a situation should arise.

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Mr. Auerbach noted that Mr. Miskovsky, City of Passaic Fire Official, could help create a plan and Mr. Porto offered to assist as well. After further discussion, Mr. Auerbach noted the Staff does not have much training if an emergency situation should arise which includes the use of a defibrillator and CPR training. Discussion also took place concerning the Staff's need to be instructed in regard to Megan's Law and sex offenders. It was suggested to close the Library at 6 p.m. one evening for Staff development training. Ms. Evile volunteered to assist Staff training in regard to sex offenders and Ms. Tabor knows of a nurse who may be able to train Staff. Also it was suggested the Police & Fire Departments may be available for safety training for Library personnel. Discussion then turned to the Library's security cameras, which have not been connected and in use for the last 2-3 years. Mr. Auerbach and Mr. Porto will look into this matter and hope to reconnect the system soon.

Union Negotiations / Contract: Mr. Auerbach noted there are a few corrections to the latest version of the Contract that must be made. He is hopeful the Union Contract will be signed by the next Board Meeting.

Reid 105th Anniversary Celebration: Discussion took place concerning what must be done for this event on Sunday, May 18, 2008. Ms. Diodonet stated she will contact Ms. Ramirez concerning the flyer and Mr. Auerbach will attend the next City Council Meeting to request closing Third Street.

Sale of Bookmobile: Mr. Auerbach stated he has spoken to the Paterson Public Library Board of Trustees' President who is very interested in purchasing the bookmobile.

Library Audit: Discussion took place in regard to the Library's Audit and the letters that are to be sent to the six accounting firms previously selected. Mr. Auerbach noted the language in the letters must be updated and asked Ms. Mollica to look into this. ACTION: Mr. Porto made the Motion to execute R.F.Q.'s to the six accounting firms; Ms. Diodonet seconded the Motion. The Motion passed.

Fire Alarm System @ Reid Memorial Branch Library: Discussion took place concerning Supreme Security's omission of heat sensors in their recent write-up, which must be included in the Reid Library's Fire Alarm System. The cost will be over \$17,000 and the Library must go out to bid to update the system. After further discussion, ACTION: Mr. Porto made a Motion that the Passaic Public Library will seek R.F.Q.'s to update the Fire Alarm System at Reid Memorial Branch Library; Ms. Diodonet seconded. The Motion passed. Mr. Auerbach stated that Mr. Sansone of T&R Alarm Systems offered to write the specs for the Bid package. Mr. Auerbach will contact T&R Alarm in this regard.

Employee Time Clock / Finger Punch System: Some discussion took place concerning the need for all Staff members to be using the new time clock / finger punch system.

Insurance: Discussion took place concerning paying double for insurance since the City of Passaic and the Library apparently are both paying for same coverage. It was pointed out the Insurance declaration page is still needed and Mr. Auerbach stated we must research our own files for information and clarification on the Library's Insurance.

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Automated Patron Computer Sign-up System (SAMs): Ms. Mollica stated that in talking to an employee from B.C. Consulting Services Inc., the SAMs system should be operational in a few weeks.

NEW BUSINESS

Advertisement for new Library Director: A discussion took place and ads that were used in the past, as well as sample ads were reviewed. It was decided Ms. Tabor would create flyers for the Library Director and Children's Librarian positions, which she and Mr. Auerbach will distribute at the upcoming NJLA Conference. It was also decided the ads will be placed in print and online in the Herald News and Star Ledger, as well as the NJLA want-ads online and Library Journal magazine.

Library's Strategic Plan: Discussion took place concerning the Library's long-range plan. Mr. Auerbach provided some background information on the development of the Strategic Plan by The Ivy Group, which was completed over three years ago. Copies of the Plan will be distributed to the Trustees.

Hearing of Board Members: On behalf of the Board, Mr. Auerbach thanked Mr. Jim Bordone for the Library's current exhibit he developed and now on display celebrating the 135th Anniversary of the City of Passaic's Incorporation on April 2nd, 1873. Ms. Hiller-Cousins requested that Staff members contact her at Passaic High School if truant students or those students suspended come into the Library when school's in session. Her work phone number is 973-815-8537.

Date of Next Regular Board Meeting: Sunday, May 18, 2008 at 3:00 p.m. @ the Reid Memorial Branch Library, 80 Third Street

Adjournment: ACTION: Mr. Porto made a Motion to adjourn the Meeting and Ms. Hiller-Cousins seconded. The motion passed. (10:35 p.m.)

Respectfully submitted by:

Kathleen Mollica

Kathleen Mollica
Interim Library Director