

PASSAIC PUBLIC LIBRARY
Passaic, New Jersey 07055

BOARD OF LIBRARY TRUSTEES

Sunday, May 18, 2008

Minutes – REGULAR MEETING

The Board convened with a salute to the American Flag, reciting the Pledge of Allegiance. President Auerbach asked Mr. Menachem Bazian to offer an invocation, noting this was a special day, the 105th Birthday of the Reid Memorial Branch Library.

SUNDAY MAY 18, 2008: At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, which took place as scheduled at the Reid Memorial Branch Library at 80 Third Street in Passaic, Ms. Diodonet, Ms. Evile, Ms. Ramirez, Ms. Tabor, Mr. Porto and Mr. Auerbach were present. Ms. DeDios and Ms. Hiller-Cousins were absent. Mr. Auerbach presided. (3:20 p.m.)

Public Announcement of the Meeting was given. Mr. Auerbach requested that a listing of Library Board Meeting dates be given to City Hall to be posted on the City's Bulletin Board, which was followed in the past.

Members of the Staff in attendance was Ms. Mollica (who left the meeting @ 4 p.m. due to another commitment.)

Visitors: Mr. Menachem Bazian of BC Consulting Services, Inc. and Ms. Evelyn T. Robinson, Passaic Board of Education Member.

Hearing of Citizens: Ms. Phyllis Goldblatt thanked the Board for the wonderful birthday celebration honoring the Reid Branch which took place earlier in the day, and also for implementing the SAM Automated Patron sign-in system on the computers at the Forstmann Main Library. Mr. Menachem Bazian offered to assist in providing a Wi-fi connection system at the Reid Memorial Branch Library as he had done at the Forstmann building. He stated the cost would be approx. \$75.00 for the first floor of Reid. Mr. Auerbach accepted Mr. Bazian's offer on behalf of the Board. Mr. Bazian also offered to assist the Board in providing digital recordings of the Library Board Meetings for the benefit of Passaic residents. Mr. Bazian commented he believes all Boards in the City of Passaic should do this, and the Library Board could be the leader in pursuing this project. Mr. Bazian also offered to the Library refurbished computers from his company, which he would like to be given to families in the vicinity of Reid Memorial Branch Library. Mr. Auerbach thanked him and commented that currently discussion is taking place with the school system concerning placing refurbished computers at the Reid Branch to be used to teach people in the Reid area computer basics. He said the instruction could possibly take place two evenings a week. Since Mr. Bazian is interested in providing refurbished computers in the home, it was suggested that perhaps his company could be listed with agencies within the City of Passaic which provide this service.

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Report of the Interim Library Director: Ms. Mollica commented on the 2008 NJLA Annual Conference which she had attended; the successful installation & Staff training on the SAM automated computer sign-in program and the positive acceptance of the SAM system by the public; and the annual Children's 2008 Summer Reading Program "Catch The Reading Bug" and Summer Family Night Programs currently being planned.

Report & Communications of the President: Mr. Auerbach noted that he and Ms. Tabor attended the NJLA Conference which took place from April 29-May1 at the Ocean Plaza Conference Center in Long Branch, New Jersey and found it informative and the networking opportunities valuable. He stated he would like to see more Library staff members in attendance at future conferences. Mr. Auerbach then commented on the Reid Memorial Branch Library's 105 Birthday celebration, which took place earlier in the day. Mr. Auerbach stated that at least 500 parents, children and Passaic residents were in attendance, including Acting Mayor Schaer. Mr. Auerbach made reference to a year ago when the City of Passaic wanted to sell the Reid Library building. Mr. Auerbach then read from a letter he had found in the former Library Director's office written to the former Board President on April 25, 2006 discussing the physical condition of Reid and recommending that the Branch Library be closed and a retail space in the Reid area be rented to relocate the library service. Mr. Auerbach stated that he wanted it on the record that 10 months before discussion even took place concerning selling the Reid building, plans were already under-way to close Reid. Mr. Auerbach feels strongly that the past administration tried to deceive the residents of Passaic concerning the Reid Memorial Branch Library to no avail. He further stated that today's event was a success due to the Board members present, and he thanked the Police & Fire Departments for their help.

Minutes: The Minutes of the April 8, 2008 Special Meeting were received. ACTION: A Motion to approve the Minutes & Executive Session Minutes was made by Mr. Porto and seconded by Ms. Ramirez. The Motion passed with one abstention.

Report of the Treasurer: The May Bills list was reviewed and discussed. ACTION: Ms. Diodonet made a Motion to approve the Statement of Receipts and Disbursements for the month ending April 30, 2008 and to pay the Bills for May 2008, except for bills for Raineri's Service Station, Inc. and Mr. Lane J. Biviano, Esq.; Mr. Porto seconded. The motion passed.

Committee Reports: Mr. Porto congratulated the Reid Memorial Library Birthday Committee for an outstanding event. The Trustees noted that Ms. Tabor worked very hard on the event. Mr. Auerbach thanked the Herald News for their article and coverage of the Reid celebration today. Ms. Tabor stated, and all the Trustees agreed, that without Mark Auerbach's diligence all week in dealing with City Hall and the Passaic Fire Department, this party would not have taken place. The Trustees felt strongly that Ms. Mildred Ventura should have been in attendance since she is so important to the Reid Branch's successful operation and questioned why she was scheduled to work the Forstmann Main Library today.

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UNFINISHED BUSINESS

Sale of Library Bookmobile: Tabled.

NJ Department of Personnel / Civil Service Actions: Tabled.

Search for new Children’s Librarian / Advertisement for Library Director position: Mr. Auerbach reported that at the NJLA Annual Conference, he distributed flyers (which Ms. Tabor had designed with the Board’s authorization) advertising the Children’s Librarian and Library Director positions. As a result, he and Ms. Tabor interviewed an applicant for the position of Director and received another resume from a person who is an MLS candidate. Both resumes were included in this month’s Board Packet. Mr. Auerbach noted there is not a Search Committee in the selection of a Library Director, but rather a Committee of the whole.

Library’s Strategic Plan: Mr. Auerbach stated he does not have Board Meeting Minutes to support a newspaper article dated May 3, 2007 which states that the Library Board adopted its Strategic Plan with a 3-2 vote. Mr. Auerbach reminded the Trustees that they have received a copy of the Strategic Plan and asked that they review it for our next Board Meeting.

NEW BUSINESS

Insurance for Library Van: The Board was presented with a quote for auto insurance coverage for the Library van from The Bogle Agency of Lyndhurst, New Jersey, the agent who currently holds the insurance for the Library’s Bookmobile. The Bogle Agency’s quote was for \$1,084.00. Our current auto insurance policy with Harleysville costs \$2,435.00 ACTION: After some discussion, Mr. Porto made the Motion to accept the lower price received for auto insurance from The Bogle Agency in the amount of \$1,084.00; Ms. Diodonet seconded. The Motion passed.

Mr. Bazian asked about the status of the Library’s building insurance issues. Mr. Auerbach stated this topic would have to be discussed at our next Special Meeting. Mr. Auerbach stated the City of Passaic’s insurance for the Library does not cover fixtures, furniture or contents in either Library building. Mr. Bazian asked if he could make a recommendation concerning the insurance needs of the Library. He said it might be helpful to have a professional review the Library’s current insurance policies. Further discussion took place. Mr. Bazian stated we would need a risk management assessment; Mr. Bazian said someone who is independent would best serve the Library.

Fire Alarm Violation at Reid Memorial Branch Library: Mr. Auerbach stated he has spoken to Mr. John Miskovsky, Fire Official from Code Enforcement Dept., and currently we may use only the first floor of the Reid Library. Mr. Auerbach stated he has contacted LAN Associates and asked that they

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assemble a bid packet for the Library based on the fire alarm system replacement specs which Mr. Thomas Sansone, from T & R Alarm Company of Clifton, New Jersey, said his company would prepare.

Mr. Auerbach also reminded the Trustees that the Library has unexpended CDBG funds which must be discussed. After further discussion, the Trustees agreed to hold a Special Meeting on Tuesday, June 10, 2008 at 7 p.m. Mr. Auerbach noted that this Special Meeting should include the signing of the Union Contract, the Library's insurance and CDBG funds.

Hearing of Board Members: Ms. Diodonet suggested that a thank-you note be sent to the organization "More Than Friends" in appreciation of their participation in Reid's birthday celebration today. Members of this group read to the children who participated and presented free books to the children. Mr. Auerbach noted that a former Library Trustee, Dr. Bourne-Busby is a member of this group, which is composed of cancer survivors. **ACTION: Mr. Porto made a Motion that Ms. Diodonet send a thank-you note to the organization "More Than Friends" in appreciation of their help in celebrating Reid's 105th Birthday; Ms. Ramirez seconded. The Motion passed.**

Date of Next Regular Board Meeting: Tuesday, June 24, 2008 at 7:00 p.m. @ the Julius Forstmann Main Library, 195 Gregory Ave.

Adjournment: **ACTION: Mr. Porto made a Motion to adjourn the Meeting and Ms. Diodonet seconded. The motion passed. (4:45 p.m.)**

Respectfully submitted by:

Kathleen Mollica

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Interim Library Director