

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

BOARD OF LIBRARY TRUSTEES

June 10, 2008

Minutes – SPECIAL MEETING

JUNE 10, 2008: At a SPECIAL Meeting of the Board of Library Trustees of the Passaic Public Library, Ms. Diodonet, Ms. Evile, Ms. Hiller-Cousins, Ms. Ramirez, Ms. Tabor, Mr. Porto and Mr. Auerbach were present. 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. Ellis and Mr. Rodriguez, Sr..

Visitors: Mr. Lane J. Biviano, Esq. (8:00 p.m.)

Hearing of Citizens: None

Report of the Library Board President: Mr. Auerbach distributed copies of the advertisements for the Library Director and Children's Librarian opening. He noted they both appeared in print in the *Herald News* and *The Bergen Record* and also online on *NorthJersey.com* on Sunday, June 8, 2008. However, while both ads were to run in *The Star-Ledger* on Sunday, June 8th, the newspaper made an error and ran the Library Director ad twice. *The Star-Ledger* rep stated the Children's Librarian ad would run on Sunday, June 15th at no charge to the Library. Mr. Auerbach stated that due to cost, the ads were cut significantly and referred back to the Passaic Public Library website for the full announcement of job details. Mr. Auerbach then discussed the receipt of a proposal from LAN Associates for the architectural & engineering design materials related to the replacement of the fire alarm system at the Reid Memorial Branch Library. The proposal includes final drawings and specifications and the bidding and contract award. **ACTION: Mr. Porto made a Motion to accept LAN Associates proposal in the amount of \$4,000; Ms. Ramirez seconded. The motion passed.**

Mr. Auerbach noted that due to the recent heat wave, the Reid Memorial Branch Library was closed for two days, since the air conditioning must be repaired and the Children's Room was also closed since the air conditioning is not working on the second floor of the Forstmann Library. Discussion took place concerning the air conditioning systems at both the Reid Branch and the Main Library. Mr. Auerbach asked Carlos Rodriguez, Sr. to contact KCG Air-Conditioning, Heating, Refrigeration & Energy Management (who recently acquired the commercial services from Maitland, Inc.), located in Towaco, NJ and inquire as to the cost of an annual maintenance contract and what services the

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contract would include. After further discussion, it was noted the necessary repairs are being made on the air conditioning systems at both libraries, and should soon be fully functional.

UNFINISHED BUSINESS

Open Borrowing: Ms. Mollica reviewed the Memorandum of Understanding (MOU) revised May 10, 2008 and statistics received which display PALS Open Borrowing from BCCLS-only libraries from January – March 2008. Ms. Mollica advised the Board that PALS will soon send quarterly bills to libraries above the threshold allowed, and it was pointed out the Passaic Public Library is well above this threshold. Discussion took place. ACTION: Ms. Ramirez made a Motion to opt out of Open Borrowing; Mr. Porto seconded. More discussion took place. It was decided that since Cindy Czesak and Anne Ciliberti (from PALS) are willing to meet with the Board to discuss Open Borrowing, they should be invited to our next Board Meeting. Also, the Board decided to take no action regarding the MOU, pending the special meeting of the Consortia representative to take place on June 17th in regard to Open Borrowing, which will include discussion on County thresholds. Mr. Porto removed his support of the Motion to opt out of Open Borrowing. ACTION: Ms. Hiller-Cousins motioned to table Open Borrowing until our next regularly scheduled Board Meeting on June 24, 2008; Ms. Tabor seconded. The motion passed.

2008-2009 Library Budget: Mr. Auerbach informed the Trustees that he and Ms. Mollica were summoned to the City of Passaic's Office of the Business Administrator for a Budget Hearing to explain the 2008-2009 Library Budget request that was submitted. In addition, Mr. Auerbach stated he was asked to return to the Business Administrator's Office the following day. At the behest of the Acting Mayor Gary Schaer, Mr. Hill stated the City is willing to appropriate funds to rehabilitate Reid. The funding would be in two increments from CDBG and/or they would bond for it. Mr. Auerbach was asked his opinion. He pointed out that if the Reid Branch were put on the National Register of Historic Places, we would have many more financial avenues open to us. Also, the building will not be eligible for the National Register unless the renovations proposed are done in-kind, which means replacement of windows, for example, must look exactly as the originals. Some discussion took place. Mr. Auerbach stated the Library Board would make the ultimate decision in this regard. The Board cannot allow the building to be put out to bid for renovations without doing this intelligently, methodically, professionally and certainly with a historical viewpoint. A lengthy discussion took place. Mr. Auerbach told the Board that Ms. Fornal provided him with a copy of the National Register application and Ms. Tabor is willing to become involved with the National Register application process. Discussion then took place about the condition of the Reid Branch building. Mr. Auerbach asked Mr. Rodriguez, Sr. to contact the Passaic City Engineer and request heavy-duty dehumidifiers for the basement since there is mold growing where the City's history collection is stored.

Bookmobile: Mr. Auerbach stated he spoke to the Director and President of the Paterson Public Library. They will be having a finance meeting soon, and then will contact us about the purchase of the bookmobile.

Department of Personnel Actions / Job Titles: Ms. Mollica was directed to contact the NJ Civil Service Agent assigned to the Library as soon as possible to discuss this matter.

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Employee Union Contract: The Trustees reviewed the latest contract submitted. Discussion took place and Mr. Biviano and Mr. Auerbach answered questions, as did Ms. Ellis. In regard to the Bereavement section (Article 9, Section B), Ms. Hiller-Cousins asked that “grandparents” be added. After some discussion, it was decided this section would be revised to include “grandparents”.

Ms. Ellis stated that in Section 14, Part #4, a correction is needed. “First year” should be omitted, as agreed upon in negotiations; this correction was made. Also, salary guides were removed and an asterisk was added to remaining salary guides to show the guides apply only to new Staff members. Mr. Auerbach asked Mr. Biviano a question about pro-rated benefits for part-timers and requested a copy be provided of the regulations from NJ State Law concerning part-time employee benefits.

In addition, Mr. Auerbach stated Mr. Evangelista Saldana should receive an increase & pay raise to \$10 per hour, which had been agreed upon in Contract negotiations, retroactive to July 1st, 2007.

Mr. Biviano agreed to provide copies of the final Union Contract on a light-colored paper to distinguish this corrected, final Contract from drafts Trustees have received previously.

ACTION: Mr. Porto made the Motion that Michele Fornal, the only full-time employee not covered by the bargaining Union, to receive the same 3% pay raise, retroactive to July 1st 2007, for the life of the Contract; Ms. Ramirez seconded. The Motion passed.

ACTION: Ms. Ramirez made a Motion that Library Pages in the employ of the Passaic Public Library during the course of the Contract receive a raise of \$0.25 per hour, beginning on July 1st 2008; Mr. Porto seconded. The Motion passed.

An invoice from the May Bills for legal fees & services as presented by Mr. Biviano was reviewed and discussed. ACTION: Mr. Porto made a Motion to pay the invoice presented by Mr. Biviano; Ms. Ramirez seconded. The Motion passed.

Reid Memorial Branch Library Fire Alarm: Was discussed earlier in the Meeting.

Telecenter Update: Ms. Tabor reported that about a week ago, it was discovered the Telecenter laptops had assorted viruses, which was due to the fact there was no virus protection installed on them. BC Consulting Services, Inc. removed the laptops from the Telecenter and corrected the problem at a cost of \$700. Mr. Bazian was questioned as to why virus protection was not installed on the laptop computers; he stated that the former Library Director was told that these laptops needed virus protection. Discussion took place and the feeling was BC Consulting Services, Inc. should be held responsible. Ms. Tabor discussed the need for a license for virus protection. Mr. Auerbach stated we will be replacing computers at the Main & Reid Branch libraries and Ms. Tabor will assist us. Ms. Mollica stated that Mr. Bordone presented her an e-mail from Content Watch, the company that provides filtering services for a total of nine computers, which includes the Children’s Room and young adult computers. The filtering license must be renewed by June 30th 2008, at a cost of \$152.91. Mr. Auerbach stated have this invoice placed on the Bill list for the June 24th Meeting.

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Mr. Auerbach then discussed the fact that patrons who register for the Telecenter classes, "Introduction to Microsoft Excel and Microsoft Word", were asked to pay a \$10 deposit to secure their seat for the classes and to ensure that they will attend. The payments were given to Reference Dept Staff to hold. Unfortunately, \$70 of the \$130 collected was missing, presumably stolen. Mr. Auerbach instructed that Ms. Mollica have a petty cash check made out to her, which she will cash and the money then returned to those patrons who gave these deposits. Ms. Mollica noted that one problem with the Telecenter is that when it's open for the patrons, the Business Office Staff can hear them very clearly and vice-versa. Mr. Auerbach agreed this is a big problem. Mr. Rodriguez stated the Telecenter was placed in this room on a "temporary basis" and the plan was to move the Telecenter to the basement once the multi-purpose room was constructed. When the Processing Room was divided, Mr. Rodriguez stated the side where the Telecenter is now located was to have been used for storage of tables & chairs from the Exhibit Hall. Mr. Auerbach thanked Mr. Rodriguez for his input, and stated this discussion as to the location of the Telecenter should be an Agenda item for a future meeting.

Library Summer Hours: Discussion took place as to the Library's 2008 Summer Hours. ACTION: Ms. Hiller-Cousins made a Motion that the Library's Summer Hours would be Saturdays and Sundays closed, beginning the weekend of June 28 & 29 and reopening on weekends beginning September 6 & 7; also Tuesday Summer Hours would be from 9 a.m. until 6 p.m. beginning July 1st and ending September 2nd, with the hours on that day returning to 9 a.m. until 9 p.m.; Ms. Ramirez seconded. The Motion passed.

Hearing of Board Members: Ms. Diodonet stated the items on the Agenda were not what she had anticipated. Mr. Auerbach replied that he moved some Agenda items to this Meeting because he is aware that two Trustees will be unable to attend the regularly scheduled June 24th Meeting and there is a possibility there will not be a quorum. Mr. Porto expressed the feeling of Trustees that Mr. Auerbach tended to monopolize the meetings to the exclusion of other Trustees being able to express their feelings and ideas.

Date of Next Regularly Scheduled Meeting: Tuesday, June 24th 2008 at 7:00 p.m.

Adjournment: ACTION: Mr. Porto made a Motion to adjourn the Meeting; Ms. Ramirez seconded. The Motion passed. (10:15 p.m.)

Respectfully submitted by:

Kathleen Mollica

Kathleen Mollica
Interim Library Director

