

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

**BOARD OF LIBRARY TRUSTEES**

**Tuesday, June 26, 2008**

**Minutes – REGULAR MEETING**

The Board convened with a salute to the American Flag, reciting the Pledge of Allegiance, followed by an invocation given by Mr. Menachem Bazian.

**TUESDAY JUNE 26, 2008:** At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, Ms. DeDios, Ms. Diodonet, Ms. Evile, Ms. Ramirez, Mr. Porto and Mr. Auerbach were present. Ms. Hiller-Cousins was absent and Ms. Tabor excused. Mr. Auerbach presided. [7:10 p.m.]

Public Announcement of the Meeting was given.

Members of the Staff in attendance were Ms. Kathleen Mollica, Mr. Carlos Rodriguez Sr. and Mr. Jim Bordone.

**Visitors:** Former Mayor Margie Semler, Acting Mayor Gary Schaer, Mr. Ted Evans, Director of Passaic's Dept. of Public Works, Menachem Bazian and Martin Weingast of BC Consulting Services, Inc., Mr. David S. Robertson, Mr. Joseph Hicswa and Ms. Meredith Mandell, *Herald News* reporter.

Mr. Auerbach stated that the Board has agreed that Acting Mayor Schaer and Mr. Evans may address the Board following the presentation of visitors, and he welcomed the gentlemen. Acting Mayor Schaer thanked the Board for this opportunity to present a proposal to the Trustees concerning a plan to renovate the Reid Memorial Branch Library. The Acting Mayor noted that currently without handicap accessibility, and with limited hours at the Branch location, the type of service needed is not being offered. Using Federal funds, the Acting Mayor is hopeful that a rejuvenated building will become a "centerpiece for the community". The renovations proposed would include the construction of a handicapped-accessible ramp, installation of an elevator to the second floor, construction of a handicapped-accessible bathroom, improving the lighting, new flooring and windows, painting where needed and refinishing the woodwork. Acting Mayor Schaer proposed that the funds would come from the Federal Community Development Block Grant (CDBG), which was originally intended for road repairs. The Acting Mayor stated the City Council would need to approve this change to the CDBG Action Plan. In return, Acting Mayor Gary Schaer asked that the Library Board extend the hours at Reid (currently 1 p.m.-5 p.m. weekdays) into the evening, perhaps from 1 to 8 p.m. The Acting Mayor also stated that while the Library's Budget could not be increased this year, it would not be reduced, and would remain the same as last year. In the absence of Mr. Jorge Torres, Passaic's City Engineer, who was on vacation, Public Works' Director Ted Evans distributed a summary of the Reid Building's maintenance, which was written by Passaic's City Engineer and included cost estimates, diagrams and photographs. Mr. Evans reviewed each area of the report and explained what the City planned to repair or replace at the Reid building. Mr. Evans gave the Trustees a series of photographs of Reid that had been taken in addition to those in Mr. Torres' report. Discussion took

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place, which included whether the outside lamps on either side of the front door would be repaired. Mr. Evans and the Acting Mayor stated this could be looked into. Mr. Carlos Rodriguez Sr., head of Maintenance at the Library, does have the original lamps in storage, which could perhaps be restored. Questions also were asked about the proposed elevator and whether it could begin at basement level. Former Mayor Semler stated that while the project described is commendable, she inquired as to whether it would be wise to first put Reid on the National Register and find out if any changes projected would comply. She pointed out grants are available for the National Register process. She also stated the Library has been flat-funded for a number of years and now the City is asking the Library to increase hours without taking into consideration additional costs the Library has incurred in operating the Library system. Acting Mayor Schaer responded that being placed on the National Register is a timely and costly process. Grants currently available are low due to economic problems in state and federal governments. Also, the process would extend the time-line of the project considerably and he noted with the City Council's approval, the City Administration would like to see the project completed in 12-18 months. Concerning the Library Budget, the Acting Mayor emphasized that there will be considerable 'belt tightening' within all City departments, including the Library. Concerning increasing Library hours, he stated the Library would then be better able to serve the community by re-scheduling the staff to cover expanded hours.

It was suggested the Library Board and City Administration could investigate re-scheduling current staff members to help provide coverage at Reid. Acting Mayor Schaer also stated he is hopeful that the Library Board will take it upon itself to proceed with significant fund-raising efforts. Each Trustee then expressed their opinion concerning the proposal. The consensus of the Board was that it supports the proposal, and Mr. Auerbach stated it probably would be necessary to hold a Special Meeting to discuss the proposal further. The Board President also stated that while he too supports the plan, as City Historian, he must point out that there are historical errors in the report on which the proposal was based. He also stated that he hopes any renovations would be consistent with the National Historical Register application process. Mr. Auerbach then thanked Acting Mayor Gary Schaer and Mr. Ted Evans for their presentation. He then called for a short recess. [The Board Meeting reconvened at 8:52 p.m.]

**Hearing of Citizens:** Mr. Joseph Hicswa expressed his appreciation for the recent improvements made to the public computers.

**Report of the Interim Library Director:** Ms. Mollica stated she recently attended Passaic's Youth in Government Day. Also, she has spoken to Mr. Saheed Olushi, from the NJ Department of Personnel/Civil Service. In regard to the Open Borrowing Program, Ms. Mollica stated Ms. Cindy Czesak was unable to attend this evening's meeting to answer questions concerning the program. In addition, Ms. Mollica stated she sent a list of questions to the PALS President to consider for discussion at the next Open Borrowing Consortium Meeting.

**Report & Communications of the President:** Mr. Auerbach stated he had attended the Board Meeting of the Paterson Public Library recently and distributed copies of the Paterson Public Library's Agenda to the Trustees. He reported that the Paterson Public Library Trustees are definitely

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interested in purchasing our Bookmobile and would like to see it. He asked Mr. Rodriguez Sr. to drive the Bookmobile to the Paterson Public Library, and he noted their Library Administration will contact our Business Office to set-up a date for this visit. Mr. Auerbach also stated that the funds from the sale should be put into the Theresa Wenger Endowment Fund because this is where the funds were taken to purchase the Bookmobile last year.

**Minutes:** The Minutes of the April 22, 2008 Regular Meeting were reviewed. ACTION: A Motion to approve the Minutes was made by Mr. Porto and seconded by Ms. Ramirez. The Motion passed with one abstention. The June 10, 2008 Special Meeting Minutes were tabled until the next meeting.

**Report of the Treasurer:** The Bill list was for June 2008 reviewed and discussed. In connection with a bill from KCG Air Conditioning, Mr. Auerbach pointed out that we have an aged air-conditioner system, which was installed in 1976. He said not only will the coolant currently used for the system not be available in the near future, but in speaking to Mr. Carlos Rodriguez Sr, head of Maintenance, the estimated life-expectancy of the system is about an additional 3-4 years. Mr. Auerbach pointed out that originally the attic was to have been the third floor of the Forstmann Library, and recommended if the air-conditioning system is replaced, it should be housed elsewhere and not in the attic. He suggested that perhaps at a future time, the attic could become the third floor of the building as originally planned. ACTION: Mr. Porto made a Motion to pay the Bills for June 2008 and approved the Statement of Receipts & Disbursements for the month ending May 31, 2008; Ms. Ramirez seconded. The Motion passed. Discussion took place concerning the payment of retroactive checks and the need to receive the City's monthly Budget Appropriation check before July 13, 2008. ACTION: Ms. Ramirez made the Motion to authorize the transfer of funds from an appropriate non-restricted Endowments account for payment of payroll until the July check is received; Ms. Diodonet seconded. The Motion passed.

**Committee Reports:** None

### **UNFINISHED BUSINESS**

**Air-conditioning system at Forstmann Library:** Discussed in Report of the Treasurer

**Sale of Library Bookmobile:** Discussed in Report of the President

**Search for new Children's Librarian / Advertisement for Library Director position:** UPDATE: Mr. Auerbach reminded the Trustees that copies of the applications that have been received were included in their Board Packets. He also discussed an e-mail received from an applicant who had been interviewed in the spring and is from Brooklyn, NY. The Trustees were in agreement that the Board President may call this applicant to determine if she is still interested in the position of Children's Librarian. Mr. Auerbach requested that the Trustees carefully examine the applications received and recommend any applicant who the Trustees feel should be interviewed. Mr. Auerbach made reference to one applicant in particular who has contacted him concerning her interest in a

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position at our Library. Mr. Auerbach also stated that Trustees should also make note where the applicants live, and suggested it may be best to first interview those from New Jersey.

### NEW BUSINESS

**Payment Authorization for July 2008 & August 2008 Bills:** ACTION: A Motion was made by Mr. Porto and seconded by Ms. Diodonet to authorize the payment of supplementary Bills through June 30, 2008. All Trustees present voted aye. ACTION: A Motion was made by Mr. Porto and seconded by Ms. Diodonet to authorize the payment of Bills in July and August 2008. All Trustees present voted aye.

**Purchase of virus protection software for Telecenter laptops:** Mr. Menachem Bazian of BC Consulting Services, Inc. explained the anti-virus protection software program he recommends for use on the laptops. The software is called AVG and costs \$150 for ten licenses for two years. After some discussion, it was determined the Library could purchase the software using the Library's debit card and install it. Mr. Jim Bordone, Senior Reference Librarian, commented that the Telecenter staff has said that while using the 30-day free trial AVG software package, the laptops have been running slower than usual. Mr. Bazian stated his company could check into this problem. ACTION: Mr. Porto made the Motion that the Library, under Mr. Bazian's direction, will purchase the AVG anti-virus software package using the Library's debit card and BC Consulting Services, Inc. will look into the problem of slow computers; Ms. Diodonet seconded. The Motion passed.

**Sunday rates for Sunday hours:** Mr. Auerbach discussed the need to raise the hourly rate for Sunday pay. It was decided to discuss this topic in closed Executive Session.

**Security Cameras:** Mr. Auerbach pointed out the security cameras now used are antiquated and the Trustees should consider the conversion to digital which would mean tapes would no longer be necessary. The approximate cost for all four cameras in digital format could be \$2,500.00. Mr. Auerbach noted more research is needed but he wanted to make the Trustees aware of this need.

**Library webpage:** Mr. Auerbach stated that since both Mr. Bazian and Mr. Bordone were present, he would like to discuss the Library's webpage. It had just come to his attention that Mr. Bordone works on maintaining the Library's webpage at home. Discussion took place. The Trustees asked Mr. Bordone how much time he spends on the webpage, and he stated on an average about three hours per week. Further discussion took place. Mr. Bazian suggested that he could make the files available so that Jim could work on the webpage either at home, where Jim said he prefers because he is not interrupted, or at the Library. Mr. Bazian stated Mr. Bordone should always have a current back up which could be loaded to a flash drive or burned on a CD. After further discussion, the Trustees agreed to Mr. Bazian's suggestion.

**New Board Treasurer:** Mr. Auerbach stated that it was necessary to appoint a new Treasurer since Ms. DeDios has stated she must resign from her position as Treasurer. Due to family obligations, she said she is not always available to come to the Library to sign needed checks. Ms. Ramirez volunteered to serve as the Board's Treasurer. ACTION: Mr. Porto made the Motion to accept the

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resignation of Ms. Maria DeDios as current Treasurer and in her stead appoint Ms. Angie Ramirez effective immediately and Mr. Porto's signature will be placed on all bank signature cards as the second signature; Ms. Diodonet seconded. The Motion passed.

**Executive Session:** ACTION: A Motion was made by Mr. Porto to enter into Executive Session; Ms. Diodonet seconded. All Trustees voted aye. [10:37 p.m.]

ACTION: A Motion was made by Ms. Evile to return to Public Session; Ms. Diodonet seconded. The Motion passed. All Trustees who attended Executive Session remained in attendance. [11:50 p.m.]

ACTION: After some discussion, Mr. Porto made a Motion to hire Mr. Martin Weingast as a part-time bookkeeper with a minimum of 15 hours per week, not to exceed 20 hours per week, at the rate of \$30.00 an hour, excluding medical benefits, which Mr. Weingast has waived, effective July 1, 2008, appointment is provisional pending New Jersey Department of Personnel procedures; Ms. Evile seconded. The Motion passed.

ACTION: Mr. Walter Porto made a Motion that a Special Meeting take place on July 13, 2008 at 2:30 p.m. at the Reid Memorial Branch Library to discuss accepting the concept presented by Acting Mayor Schaer regarding improvements to the Reid Memorial Branch Library; Ms. Diodonet seconded. The Motion passed.

ACTION: After some further discussion, Ms. Diodonet made the Motion to not accept Board President Mark Auerbach's resignation; Mr. Porto seconded. The Motion passed with one abstention. The Board then agreed that if this Motion should be challenged, no Library funds would be used.

ACTION: A Motion was made by Ms. Evile to return to Public Session; Ms. Diodonet seconded. The Motion passed. All Trustees who attended Executive Session remained in attendance. [11:50 p.m.]

**Hearing of Board Members:** None.

**Date of Next Regular Board Meeting:** Tuesday, September 23, 2008 at 7:00 p.m.

**Adjournment:** ACTION: Mr. Porto made a Motion to adjourn the Meeting and Ms. Diodonet seconded. The motion passed. [11:55 p.m.]

Respectfully submitted by:

*Kathleen Mollica*

Kathleen Mollica  
Interim Library Director /  
Board Secretary

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

**BOARD OF LIBRARY TRUSTEES**

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**Minutes – REGULAR MEETING**

**EXECUTIVE SESSION**

**TUESDAY JUNE 26, 2008:** At an Executive Session of the Board of Library Trustees of the Passaic Public Library, at the Julius Forstmann Library, Ms. DeDios, Ms. Diodonet, Ms. Evile, Ms. Ramirez, Mr. Porto and Mr. Auerbach were present. Ms. Hiller-Cousins was absent and Ms. Tabor excused. Mr. Auerbach presided. [10:37 p.m.]

Matters of personnel were discussed.

The Board was in agreement that when Mr. Jim Bordone, Senior Reference Librarian, works on the Passaic Public Library webpage, either at his home or at the Library, he is entitled to compensatory time once he has worked the mandatory 35-hour workweek.

Discussion then took place concerning Sunday pay rates and the Library employees. It was decided to table this discussion until past Minutes from 1988, when Sunday hours began at the Library, and in 1998, the last Sunday hours raise, could be researched.

Discussion then took place concerning extending the contract of BC Consulting Services, Inc., which currently expires on June 30, 2008. The Board decided that a part-time bookkeeper would be less costly and would be more beneficial to the Library. Ms. Mollica was asked to send Mr. Bazian a letter telling him that his contract would not be renewed and to thank him for the years of service that he provided to the Library.

**ACTION: After some discussion, Mr. Porto made a Motion to hire Mr. Martin Weingast as a part-time bookkeeper with a minimum of 15 hours per week, not to exceed 20 hours per week, at the rate of \$30.00 an hour, excluding medical benefits, which Mr. Weingast has waived, effective July 1, 2008, appointment is provisional pending New Jersey Department of Personnel procedures; Ms. Evile seconded. The Motion passed.**

Discussion took place concerning overtime accrued by an employee. Mr. Lane J. Biviano, Library Attorney, will send the employee a letter concerning this discussion.

Discussion then took place concerning employing Mr. Evangelista Saldana, part-time Maintenance worker, on a full-time basis. All Trustees present agreed that Mr. Saldana should begin working full-time as soon as he is available to do so.

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Further discussion ensued concerning the scheduling of the Maintenance Department. The Trustees agreed it would be more beneficial to the Library if the Maintenance Staff were scheduled: Mondays through Thursdays: 8:30 a.m. to 4:30 p.m., 9 a.m. to 5 p.m. and 1 p.m. to 9 p.m. Fridays: 8:30 a.m. to 4:30 p.m. and 10 a.m. to 6 p.m. and Saturdays 8:30 a.m. to 5 p.m. Ms. Mollica was asked to inform the head of Maintenance about this new schedule.

Discussion then took place concerning the proposal made by Acting Mayor Gary Schaer to renovate the Reid Memorial Branch Library. ACTION: Mr. Walter Porto made a Motion that a Special Meeting take place on July 13, 2008 at 2:30 p.m. at the Reid Memorial Branch Library to discuss accepting the concept presented by Acting Mayor Schaer regarding improvements to the Reid Memorial Branch Library; Ms. Diodonet seconded. The Motion passed.

Vice-President Porto then discussed Board President Mark Auerbach's resignation from the Board of Trustees, effective June 30, 2008 at the cease of the business day, which was emailed to the Board Secretary and the Trustees on June 11, 2008. ACTION: After some further discussion, Ms. Diodonet made the Motion to not accept Board President Mark Auerbach's resignation; Mr. Porto seconded. The Motion passed with one abstention. The Board then agreed that if this Motion should be challenged, no Library funds will be used for legal representation.

ACTION: Ms. Evile made the Motion to return to Public Session; Ms. Diodonet seconded. The Motion passed. [11:50 p.m.]

Respectfully submitted by:

*Kathleen Mollica*

Kathleen Mollica  
Interim Library Director /  
Board Secretary