

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

BOARD OF LIBRARY TRUSTEES

Tuesday, October 28, 2008

Minutes – REGULAR MEETING

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

TUESDAY OCTOBER 28, 2008: At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, at the Reid Memorial Branch Library, Ms. DeDios, Ms. Dukes, Ms. Evile, Ms. Ramirez, Mr. Shafrin, and Mr. Porto were present. Ms. Hiller-Cousins and Ms. Diodonet were absent. Ms. Tabor was excused. Mr. Porto presided. [7:18 p.m.] Ms. Diodonet arrived at 7:25 p.m.

Public Announcement of the Meeting was given.

Members of the Staff in attendance were Ms. Kathleen Mollica and Ms. Jean Ellis. Ms. Mildred Ventura attended at 8:30 p.m.

Hearing of Citizens: Mr. Joseph Hicswa inquired if all the Minutes were available to the Public. He was told that those Minutes which have been approved are available online or may be reviewed in the Business Office. Mr. Hicswa then asked if there was a charge to attend the Telecenter computer classes. He was told that a deposit of \$10.00 is required of those who register to attend classes. If four out of six classes are attended, the deposit is returned.

Ms. Jean Ellis referred to a letter that she had given to the Interim Library Director, copies of which had been distributed to the Trustees. The letter referred to the current condition of the Telecenter laptops that must be either serviced or replaced. Ms. Ellis also informed the Trustees that the printer at the Reference Desk has not been working in the past two weeks. Mr. Porto responded that Staff computers and printers and Telecenter laptops are Agenda items. He stated that with grant money received, and other funds, library computers will be replaced, and he noted that the Children's Librarian would like a computer in her office. Ms. Diodonet motioned to close the public session; Ms. Ramirez seconded. The Motion passed.

Report of the President: Mr. Porto noted a letter was received from the Library's attorney, copies of which were distributed to the Trustees. He then stated the Library received a copy of the City of Passaic's 2009 Budget and Library's Budget allocation that had been introduced at the September 23 City Council Meeting. The hearing date is scheduled for December 9th. Mr. Porto stated he would like to appoint a finance committee. After some discussion, it was decided that Ms. Ramirez, Ms. Diodonet, Ms. Evile and Ms. Dukes would serve on the Finance Committee. After further discussion, it was decided the Committee would meet with the Library's Bookkeeper, Mr. Martin Weingast, to review the Budget.

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Report & Communications of the Interim Library Director: Ms. Mollica reported that on October 2nd, she, Ms. Michele Fornal and Mr. Martin Weingast met with Ms. Ruth Bogan, Executive Director of PALS Plus, and reviewed PALS Plus invoices. It was discovered that the Library has been paying for nine computer shares instead of eight, and will receive a \$6000 credit. Ms. Mollica distributed a flyer just received earlier in the evening from the NJ State Library concerning a meeting to be presented on November 10th regarding library laws. Ms. Mollica also stated she would be attending a workshop presented by the Urban Section of NJLA on October 31st.

Minutes: The June 26th Minutes were tabled to the next meeting. The September 23rd Minutes were reviewed. Ms. Diodonet made a correction concerning the Committee Meeting that she and Ms. Ramirez attended in regard to the Reid Renovation Project. She stated she and Ms. Ramirez met with Mr. Greg Hill after the meeting with Mr. Torres. There were two separate meetings. **ACTION: A Motion to approve the Minutes of September 23rd, as corrected, was made by Ms. Diodonet and seconded by Mr. Shafrin. The Motion passed.**

Report of the Treasurer: The October 2008 Bills were reviewed and discussed. Fundraising was also discussed. The Trustees agreed that a beefsteak dinner should be considered as a possibility, and it was suggested it could take place in April 2009. After some discussion, the Trustees agreed that the printer at the Reference Desk should be replaced as soon as possible. **ACTION: Ms. Evile made a Motion to pay the October 2008 Bills in the amount of \$21,626.59; Ms. Diodonet seconded. The Motion passed.** Mr. Porto asked Ms. Mollica to check with Mr. Weingast concerning opening the new Library bank accounts at Valley National Bank that were authorized at the last Board Meeting.

UNFINISHED BUSINESS

Sale of Bookmobile: Ms. Mollica stated she has called the Paterson Public Library Director to discuss the status of the sale of the Bookmobile, but has been unable to speak with her. However, she was told by the Administrative Secretary that the Library is definitely interested in purchasing the Bookmobile.

Civil Service / Job Titles: Ms. Mollica stated she has sent a letter to the Department of Personnel concerning the Senior Library Assistant promotion but as of yet has not heard anything further from the Department of Personnel.

Library Director Search – UPDATE: Applications received were reviewed and discussed. It was decided that Mr. Shafrin, Ms. Evile and Ms. Dukes would interview three candidates on November 11th or November 12th at 6 p.m., 7 p.m. and 8 p.m. The Trustees requested that Ms. Michele Fornal contact the three applicants and make the appointments for the interviews, as discussed. The Trustees also invited Ms. Fornal to attend the interview sessions, if she is available that night, and receive compensatory time for those hours worked.

Library Audit (for Fiscal Years: July 1, 2006 – June 30, 2007 & July 1, 2007 – June 30, 2008): Tabled.

Technical Support Assistance: Discussion took place concerning companies and individuals to contact. Ms. Mollica asked the Trustees to give her names and addresses of potential companies and individuals to contact who may be interested in offering Technical Support. Letters would then be sent to all requesting proposals. The Trustees then discussed the condition of the laptops in the Telecenter and asked

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Ms. Mollica to contact a company in Passaic named Advantage Computers requesting someone from the company visit the Library to examine the laptops and give the Library an estimate as to the cost of repairing the laptops.

CDBG Projects: Discussion took place concerning whether CDBG funds may be used to repair or replace the air conditioning system at the Forstmann Library. Ms. Mollica stated that it was her understanding that CDBG funds may not be used for air conditioning. After some discussion, Ms. Mollica stated she would check again with Ms. Mercedes Baez, Program Administrator for the City of Passaic's Department of Community Development.

Reid Memorial Branch Library Renovation Project: Ms. Ramirez recapped a meeting she and Mr. Porto attended where they met with approximately eight architects and engineers who had submitted proposals in response to the City of Passaic's RFP. Ms. Ramirez and Mr. Porto discussed the merits of these companies and their decision to select Herbst Musicano of Cedar Knolls, NJ in the amount of \$51,000, not including environmental testing and other costs as specified. While this company's proposal was a little higher than some of the other proposals, Mr. Porto pointed out this company has worked in Passaic and worked well with City Officials. Mr. Porto and Ms. Ramirez emphasized that the historical appearance of the building will be preserved, but the building will probably not be eligible for the historical register, a process the Library could not have undertaken due to lack of funds and time constraints. They also stated it may be possible to have the Reid Branch open during the renovation process. Ms. Ramirez stated that Mr. Hill said he would make a presentation at the City Council Meeting on October 28 as to why Herbst Musicano was selected. Mr. Porto noted he attended the Council Meeting before coming to the Board Meeting this evening, and the Council Meeting was canceled due to lack of quorum.

Sunday Rates for Library Personnel: Ms. Mollica presented a report on the Sunday rate currently in effect in area libraries. After some discussion, the Board was of the opinion that a Sunday rate increase should be considered noting that Sunday employees have not received a raise in 10 years. Ms. Mollica was asked to present a cost analysis of the impact on the Budget of a suggested increase of \$15 per rate, which would be \$110 for librarians and \$85 for support staff, including the custodians, to be presented at the next Board Meeting. The Board will then consider the impact of the increase on the Budget prior to a vote.

Gates "Staying Connected Grant": Discussion took place concerning the grant that Ms. Mollica reminded the Board could be used for public computers only. Discussion took place. Ms. Ramirez noted that the IT person at City Hall received a very good price for the purchase of Dell computers for the City of Passaic. It was noted Ms. Tabor is gathering information as to the purchase of Dell computers through the State Contract. Ms. Mollica pointed out that PALS Plus is looking into a group purchase from Dell, and she emailed Ms. Ruth Bogan that Passaic Public Library would be interested in participating. After some discussion, Mr. Porto asked Ms. Ramirez to speak to Ms. Doris Dudek, Director of Purchasing in City Hall, concerning the cost of the computers per State Contract. Ms. Mollica will get further information from PALS Plus. Ms. Ellis raised the problem of pornography that some adults view on the public PCs and are visible to children when they pass the computers. It was suggested that perhaps the monitors could be adjusted or privacy screens purchased.

Open Borrowing: Ms. Mollica reported that the consortium heads met on October 15th but there have been no reports issued concerning this meeting. PALS will meet on November 14th at which time Open Borrowing will be discussed.

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NEW BUSINESS

E-Rate Funding: It was stated Ms. Tabor is to contact Ms. Mollica concerning the E-Rate application process. Ms. Mollica stated she is currently checking online for information pertaining to E-Rate for public libraries.

Reid Memorial Branch Hours: Discussion took place concerning extending the Branch hours. After further discussion, it was suggested that the increase in hours be postponed until after the Reid Renovation Project is completed.

Security Guard: Mr. Porto stated that at present the Library would continue to contract with an agency, as it is more cost effective.

Children's Room Lighting: Ms. Mollica reported the problem with the chandeliers in the Children's Room was fixed recently by Mr. Carlos Rodriguez, head of Maintenance Department.

Hearing of Board Members: Mr. Shafrin inquired if the Library could charge for use of the meeting room. It was pointed out non-profit groups use this space and are not allowed to charge for any programs that take place. However, a \$25 deposit is required when food is served to cover the cost of any damage to the carpet.

Mr. Porto raised the possibility of asking the Hungarian Museum, currently housed on the second floor of Reid Memorial Branch Library, for a donation once a year. Ms. Mollica reminded the Trustees that the Hungarian Museum renovated and maintain the space made available to them, at no cost to the Library.

Date of Next Regular Board Meeting: Tuesday, November 25, 2008 at 7:00 p.m. at the Julius Forstmann Library.

Adjournment: ACTION: Ms. Evile made a Motion to adjourn the Meeting and Ms. DeDios seconded. The Motion passed. [9:15 p.m.]

Respectfully submitted by:

Kathleen Mollica

Kathleen Mollica
Interim Library Director /
Board Secretary