

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

**BOARD OF LIBRARY TRUSTEES**

**Tuesday, December 16, 2008**

**Minutes – REGULAR MEETING**

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

**TUESDAY, DECEMBER 16, 2008:** At a regular Meeting of the Board of Library Trustees of the Passaic Public Library, at the Julius Forstmann Main Library, Ms. Dukes, Ms. DeDios, Ms. Diodonet, Ms. Evile, Ms. Ramirez, Mr. Shafrin and Mr. Porto were present. Ms. Tabor was absent. Mr. Porto presided. [7:20 p.m.]

Public Announcement of the Meeting was given.

Members of the Staff in attendance were Ms. Kathleen Mollica, Ms. Jean Ellis, Ms. Michele Fornal (who left at 9 p.m.), Mr. Martin Weingast and Mr. Jim Bordone (who arrived at 9 p.m.).

**Visitors:** Mr. Mario Gonzalez

**Executive Session:** Mr. Porto stated he would like to enter into Executive Session to discuss the position of Library Director with candidate Mr. Gonzalez. **ACTION:** Ms. Ramirez made a Motion to enter into Executive Session; Ms. Dukes seconded. **The Motion passed.** [7:30 p.m.]

**ACTION:** A Motion was made by Mr. Shafrin to return to Public Session; Ms. Dukes seconded. **The Motion passed.** All Trustees who attended Executive Session were present. [8:45 p.m.]

**Hearing of Citizens:** **ACTION:** As no one stepped forward to speak, Mr. Shafrin moved to close this portion of the meeting; Ms. Diodonet seconded. **The Motion passed.**

**Report & Communications of the Interim Library Director:** Ms. Mollica reported that a letter was received from Harleysville that the insurance premium for the Commercial Property Policy for the Forstmann Library would be due January 5<sup>th</sup> 2009 in the amount of \$3,689. Ms. Mollica stated that Mr. Weingast had contacted other insurance companies for a better rate. The Bogle Agency offered a Commercial Property Insurance Policy in the amount of \$3,320. Ms. Mollica recommended the Board change the insurance carrier to the Bogle Agency. Mr. Weingast then spoke about a policy due on April 9<sup>th</sup> for both Reid & Forstmann that includes the Commercial Property and Liability, which will be in the amount of \$20,200 (approximately). Mr. Weingast stated he would check into a better price for this policy. He stated that, as has been discussed by the Board previously, the issue remains as to who has or should have insurance on the library buildings and the question remains if the City is paying for insurance on the library buildings as well as the Library, which

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amounts to double coverage. Mr. Porto asked Ms. Mollica to call the Business Administrator's Office in the morning concerning this matter. Further discussion took place. Mr. Weingast reminded the Trustees that the City will not give the Library a list of buildings the City owns, which would be attached to the City Insurance policy. Mr. Weingast stated the Library attorney also tried to help settle this matter to no avail. Mr. Porto asked Ms. Ramirez to speak to Mayor Blanco concerning this matter, and ask him to speak to Mr. Hill concerning the list of the City-owned buildings. Mr. Porto stated that he too would be in City Hall the next day to meet with the Mayor. ACTION: Ms. Diodonet then made a Motion to change the Insurance carrier of the Commercial Property Insurance for the Forstmann Library from Bollinger to The Bogle Agency, for the period of 01/05/2009—01/05/2010 in the amount of \$3,320; Mr. Shafrin seconded. The Motion passed. Ms. Mollica then discussed the possibility of participating in a publicity/fundraising project offered by NJLA which is to purchase library bags with the library name on it and are to be sold during National Library Week. Depending on how many libraries participate, the cost currently is \$130 for 72 bags. ACTION: After some discussion, Ms. Diodonet made the Motion to participate in this fundraiser and to purchase 144 library bags to be sold at \$3.00 each; Ms. DeDios seconded. The Motion passed. Ms. Mollica then stated that Ms. Dukes has suggested that perhaps binders could be purchased for each Trustee to hold Board Meeting packet information received. After some discussion, Mr. Porto recommended that for the next meeting, the Business Office should e-mail the packet to each Trustee, and distribute flyers and other information at the meeting. This is on a trial basis to see if this method will cut down on the amount of paper used.

Ms. Mollica then informed the Trustees that Mr. Shafrin has been reappointed to the Board. However, the paperwork received from the City Clerk's Office has his term ending in 2014, when it reality it ends in 2013. The City Clerk has been informed of this matter.

**Carpet Cleaning:** Mr. Porto then asked Ms. Mollica to discuss the cleaning of the Forstmann Library carpeted areas, which is an Agenda item. Ms. Mollica stated that there are deep stains, especially in the meeting room carpet, that have been difficult to remove. Quotes received concerning the cleaning of the meeting room, Children's Room and Trustee Room carpets were reviewed and discussed. It was decided that the Maintenance Department should rent equipment from Home Depot or a local supermarket to clean the carpets. Depending on the results, the issue of professional carpet cleaners and the quotes received will then be discussed at a future meeting. Further discussion took place concerning the maintenance of the Library buildings. President Porto recommended that a daily maintenance log be kept to ensure that both buildings are properly cleaned and maintained.

**Bookmobile:** Ms. Mollica noted that the bookmobile is currently at the Paterson Public Library for inspection by a Paterson city mechanic. She also stated that a letter was received recently from the attorney representing the Paterson Public Library with regards to the sale of the Bookmobile. The letter has been faxed to Library Attorney Mr. Lane J. Biviano.

**Report of the Treasurer:** Ms. Ramirez presented the report, which was reviewed and discussed by the Trustees. ACTION: Ms. Ramirez made a Motion to pay the December 2008 Bills, subject to review and confirmation at the January 27, 2009 Board Meeting; Ms. Dukes seconded. The Motion passed.

**Minutes:** The Minutes for the December 2<sup>nd</sup> 2008 Meeting was reviewed. ACTION: A Motion to approve the Minutes of December 2<sup>nd</sup> 2008 was made by Ms. Ramirez and seconded by Mr. Shafrin. The Motion passed with one abstention.

**UNFINISHED BUSINESS**

**Technology Support:** Discussion took place concerning Tech Support. It was decided that no action would be taken until further information is received from PALS Plus concerning Tech Support Services. Mr. Porto then discussed his wish to assist the Library and his visit to the Main Library a week ago to clean and defray the computers. When he found he needed a password, he asked some Staff for the password, but to date, he still has not gotten the password. Mr. Porto stated that in order to move forward, the Staff must be responsive and better supervision may be needed.

**CDBG Projects:** Ms. Mollica stated that a CDBG Program Grant Agreement for Program Year 2008-2009 was received today from the Community Development Department. The award is in the amount of \$25,500, which includes \$18,000 for two sets of automatic bi-fold doors and \$7,500 to re-wire electricity in the Library's utility room. **ACTION: Ms. Diodonet made a Motion to accept the CDBG Grant in the amount of \$25,500 to include \$18,000 for two sets of automatic bi-fold doors and \$7,500 to re-wire the electricity in the Library utility room; Ms. DeDios seconded. The Motion passed.**

**Reid Memorial Branch Renovation Project:** Ms. Ramirez stated there was nothing new to report at this time.

**Gates Staying Connected Grant:** Mr. Weingast discussed the purchase of library computers and distributed a copy of a quote received from HP as well as what a Dell computer package would include. **ACTION: After some discussion, and the recommendation from Mr. Porto that Mr. Weingast compare the laptop package offered from a recent newspaper ad to the Dell PC package, Ms. Ramirez made the Motion to authorize the purchase of 20 Dell computers and/or laptops not to exceed eight laptops, to replace existing computers in the Telecenter lab and in other public areas of the Library. The configuration as outlined in the description as distributed by Mr. Weingast with a cost not to exceed \$645 for hardware. Funding of said computers will be through appropriate grant and endowment funds. Ms. Dukes seconded the Motion. The Motion passed.**

Ms. Diodonet left the Meeting at 9:50 p.m.

**Open Borrowing:** No updates were available.

**E-Rate Application:** Ms. Mollica stated that she would complete the portion of the application where a technology plan is not needed.

**Fundraising:** Beefsteak Dinner: Mr. Shafrin stated he will have a report for the January Board Meeting.

**Passaic Public Library Internet Policy:** The Trustees reviewed and discussed the policy. **ACTION: Ms. Dukes made the Motion to send a copy of the policy to the Library Attorney Lane J. Biviano for review; Ms. Evile seconded. The Motion passed.**

**Nominating Committee:** Mr. Porto appointed a Committee to present nominations for President, Vice President, Secretary and Treasurer. The Committee is composed of Ms. Evile, Ms. Dukes and Ms. DeDios.

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**Hearing of Board Members:** Mr. Porto asked that Ms. Mollica begin to look into quotes for an updated camera surveillance security system.

**Date of Next Regular Board Meeting:** Tuesday, January 27, 2009 at 7:00 p.m. at the Julius Forstmann Library.

**Adjournment: ACTION: Ms. DeDios made the Motion to adjourn the Meeting and Mr. Shafrin seconded. The Motion passed. [10:05 p.m.]**

Respectfully submitted by:

*Kathleen Mollica*

Kathleen Mollica  
Interim Library Director /  
Board Secretary

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**EXECUTIVE SESSION**

**TUESDAY, DECEMBER 16, 2008:** At an Executive Session of the Board of Library Trustees of the Passaic Public Library, Ms. Dukes, Ms. DeDios, Ms. Diodonet, Ms. Evile, Ms. Ramirez, Mr. Shafrin and Mr. Porto were present. Ms. Tabor was absent. Mr. Porto presided. [7:30 p.m.]

Matters of personnel were discussed.

The Trustees discussed the position of Library Director with Mr. Mario Gonzalez, noting he had met in November with the Search Committee. Mr. Gonzalez stated he was honored to be considered for this position. He spoke about his experience and work as a library director, which included reaching out to a multiethnic community, programming, fundraising and budget preparation. When discussion turned to salary, Mr. Gonzalez stated he did not expect to discuss salary at this meeting. After further discussion, Mr. Gonzalez agreed to contact Board President Porto by the end of the week to discuss the matter further.

Mr. Porto also reminded the Board that Mr. Gonzalez' references were currently being called by Ms. Fornal.

The Board thanked Mr. Gonzalez and excused him from the meeting.

**ACTION:** After further discussion, A Motion was made by Mr. Shafrin to return to Public Session; Ms. Dukes seconded. The Motion passed. All Trustees who attended Executive Session were present. [8:45 p.m.]

Respectfully submitted by:

*Kathleen Mollica*

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Interim Library Director /  
Board Secretary