The regular monthly meeting of the Board of Trustees of the Free Public Library of Elizabeth, NJ, was held remotely via Zoom on June 15, 2021. Vice President Lorraine Tidd called the meeting to order at 4:01pm. A quorum was established by roll call.

ROLL CALL


Also present were Mary Faith Chmiel, Library Director; Assistant Director, Robert Barbanell; and Celeste Layton, Office Manager, taking minutes.

Ms. Chmiel, Library Director, announced that adequate notice for this meeting was sent to The Star Ledger, and posted at City Hall.

It was moved by Mr. Weingast, seconded by Ms. Torres to accept the minutes from the previous meeting. Vote: Vote by Acclamation. Nays: None. Abstentions: None.

TREASURER’S REPORT:

It was moved by Ms. Smith, seconded by Ms. Jackson to accept the Treasurer’s Report. Vote: Vote by Acclamation. Nays: None. Abstentions: None.

PRESENTATION OF BILLS AS OF JUNE 11, 2021:

- Mr. Freedman questioned Voucher #32550 for $7685.00 to Innovative Document Imaging LLC. Ms. Chmiel explained this is fee to digitize reels for microfilm and approximately half the cost will be reimbursed.

It was moved by Mr. Weingast, seconded by Ms. Smith to accept the Bill List. Vote: Ayes: Mr. Ted Freedman, Ms. Kenyetta Jackson, Ms. Earnestine Smith, Ms. Lorraine Tidd, Ms. Lisa Torres, and Mr. Martin Weingast. Nays: None. Abstentions: None.
DIRECTOR’S REPORT

Consult your packet for the complete report. Highlights include:

- Ms. Chmiel informed the Board of Trustees that The Elizabeth Public Library is expanding its accessibility. Ms. Chmiel provided an update for each department: The Children’s Department is allowing 20 people to browse; Teens are accepting appointments for study sessions; Local History Room is accepting appointments to access microfilm; Adult Services is partially opening the Fiction and World Language Collections for browsing; and Security is no longer stationed at the Rahway Avenue entrance. All departments will continue to enforce the mask wearing policy.

- Mr. Freedman questioned the length of browsing sessions. Ms. Chmiel confirmed that persons can enter the building repeatedly, and that two hour sessions are under consideration for the future.

- Ms. Chmiel informed the Board of Trustees that her goal is to have in-person Literacy and citizenship classes back in the Library for September.

- Ms. Chmiel expressed gratitude for the Mayor’s enforcement of the mask wearing policy.

- Ms. Chmiel expressed concern regarding the homeless person on the Elmora property. Ms. Chmiel detailed that she has expressed her concerns to Councilman Kiniery via email, but has not yet received a response. Specifically, Ms. Chmiel’s concerns are his nakedness under his coat, intimidation of Teens working on the gardens at Elmora, and the presence of human waste on the property.

- Ms. Tidd inquired about the active shooter training opportunity. Ms. Chmiel detailed the necessity to review safety protocols with the Staff as the Library is a public space. Ms. Chmiel will share the related YouTube videos with Ms. Tidd.

- Ms. Chmiel shared a video with the Board of Trustees showing the male who shattered the Main Entrance door on Broad Street.
• Mr. Weingast inquired about police response and Ms. Chmiel informed him that she has spoken with the police and a Detective is to come to the Library this week to see the video and proceed accordingly.

• Ms. Chmiel updated the Board of Trustees on the Architect’s conclusion that the “hump” near the access point to the genealogy collection is non-structural and can safely be removed. Ms. Chmiel will wait on the Architect’s written report before removing it.

• Ms. Tidd asked for an update on the Grotta grant. Ms. Chmiel announced the readiness of both laptops and hotspots for use and the need for Staff to promote this program.

   It was moved by Ms. Jackson, seconded by Ms. Torres to accept the Director’s Report. Vote: Vote by Acclamation. Nays: None. Abstentions: None.

COMMUNICATIONS:

• Ms. Chmiel informed The Board of Trustees that the current auditor’s report is available in hard copy at the Library or electronically.

• Mr. Weingast questioned if the Library could increase its security cameras in the hopes of capturing the homeless man’s exact location on the property. Ms. Chmiel replied that an increase in cameras would increase the cost of such security. Mr. Weingast’s question led to a discussion on strategies to remove this person from the Elmora property.

UNFINISHED BUSINESS:

• Ms. Chmiel confirmed that The Board of Trustees had already approved the quote given by Maffey’s as demonstrated on page 38 of the packet.

• Mr. Freedman inquired about the time frame needed to complete the project. Ms. Chmiel was not certain, but supposed a 2 – 3 week time frame.
NEW BUSINESS

• Ms. Chmiel presented a request to transfer from Personnel lines, including Delta Dental Plan, Gross Salaries, and Health Benefits into different categories (listed on page 41) to balance the budget.

It was moved by Ms. Smith, seconded by Mr. Weingast to approve the transfer of funds. Vote: Ayes: Mr. Ted Freedman, Ms. Kenyetta Jackson, Ms. Earnestine Smith, Ms. Lorraine Tidd, Ms. Lisa Torres, and Mr. Martin Weingast. Nays: None. Abstentions: None.

• Ms. Chmiel initiated a discussion on the estimated price of the 2020-2021 audit for $14,800.00.

It was moved by Mr. Freedman, seconded by Mr. Weingast to accept the quote from Suplee Clooney. Vote: Vote by Acclamation. Nays: None. Abstentions: None.

• Ms. Chmiel highlighted the memo on page 46 requesting the remaining funds from the Local History Room Expansion Project quote be used to digitize more microfilm reels or to replace the carpet at Elmora. Ms. Chmiel committed to getting quotes for the Elmora carpet for the August Board of Trustees meeting.

It was moved by Mr. Freedman, seconded by Ms. Torres to approve the use of the remaining funds for carpeting for Elmora or the digitization of more reels. Vote: Ayes: Mr. Ted Freedman, Ms. Kenyetta Jackson, Ms. Earnestine Smith, Ms. Lorraine Tidd, Ms. Lisa Torres, and Mr. Martin Weingast. Nays: None. Abstentions: None.

• Ms. Chmiel asked the Board of Trustees to consider an in-person meeting at 4pm in August.

CLOSED SESSION

• It was moved by Mr. Freedman, seconded by Ms. Smith to move to closed session. Vote: Vote in Acclamation. Nays: None. Abstentions: None.

• Progress of Union negotiations on a new contract was shared with the Board of Trustees.

• It was moved by Ms. Tidd, seconded by Mr. Freedman to accept the hiring of Usha Thampi-Lukose as Branch Manager with a salary of $71,000.00. Vote: Ayes: Mr. Ted Freedman, Ms.
Kenyetta Jackson, Ms. Earnestine Smith, Ms. Lorraine Tidd, Ms. Lisa Torres, and Mr. Martin Weingast. Nays: None. Abstentions: None.

- It was moved by Ms. Tidd, seconded by Mr. Freedman to confirm the acceptance of the resignation of Lynn Lampariello. Vote: Ayes: Mr. Ted Freedman, Ms. Kenyetta Jackson, Ms. Earnestine Smith, Ms. Lorraine Tidd, Ms. Lisa Torres, and Mr. Martin Weingast. Nays: None. Abstentions: None.

  It was moved by Ms. Smith, seconded by Ms. Tidd to move out of closed session. Vote: By Acclamation. Nays: None. Abstentions: None.

**ADJOURNMENT**

It was moved by Ms. Tidd, seconded by Ms. Torres to adjourn at 5:34 pm. Vote: By Acclamation. Nays: None. Abstentions: None.

Submitted by Celeste Layton