

Call to order time: 5:05pm

I. Attendance/ Roll Call

1. Trustees Present:
 - a. Rosalie Morillo
 - b. Maria Diaz
 - c. Jaime Fazzina
 - d. Pamela Hedberg
 - e. Vickiana Ortega
 - f. Courtney Pepe
 - g. Jaqueline Littlejohn
 - h. Brenda Delgadillo
 - i. Barbara Sottilaro
2. Staff Present: Herschel Chomsky and Joel Rosa

II. Report on elevator construction

1. Joel Rosa provided a report from the Buildings and Grounds Supervisor, Daniel Cleaver on the elevator construction. The report is provided below.

Currently H & S is winding down the finishes in the stair tower. The remaining items are as follows:

1. Firm alarms work complete and operational, Monday we will call for final inspection
2. Electrical work is complete and operational with the exception of two exit signs needing to be mounted in the existing library. This will be completed next week.
3. HVAC work is complete and operational
4. Plumbing work is complete and operational with the exception of the sump pump being installed. This will be completed next week
5. MEP punch list has been compiled and issued
6. Elevator is installed and a pre-inspection has been performed. There is an issue with the lower level door clearances which is currently being addressed. H & S is waiting for a state inspection date.
7. Plaster repair work in the existing library is scheduled for next Monday the 17th and will be completed by the 19th.

8. Painting is complete with the exception of the pass through area into the existing library and that will be completed Monday the 17th.
9. Two sets of exterior railing to be delivered and installed next Tuesday the 18th
10. Sump pump room steel door to be delivered next week and installed the 17th or sooner pending delivery.
11. Two wood doors still on order and now due to ship February 4th. Installation will be pending delivery. This is a one day installation with the framing already being installed and painted and the door hardware on site.
12. The floor coverings are installed with the exception of two of the stair treads and risers. The material came in too short and had to be reordered. Due to covid as with the lead time is very long and they are not expected to be delivered to the vendor until March 10th. I have requested that the vendor see if any expedited servers are available. It will take a few hours to install the covering over the two sets of treads and risers.
13. H & S will schedule final inspections for the week of January 24th.
14. The week of the 24th, final clean-up will be performed, interior and exterior and the existing exterior fencing will be re-installed.

In closing, there are two items that will not be completed by the end of next week, two wood doors and the floor covering for two sets of treads and risers.

The Library Business Manager, Herschel Chomsky, mentioned that the plaster repair work and the installation of the exterior rails had not been completed.

The Board of Trustees also asked why a final inspection is being scheduled for the week of the 24th, if there are still construction materials arriving in February. In addition, they would like to know how much has been paid up till now and how much is still owed for the construction.

Joel Rosa acknowledged their concerns and stated that he would follow up with Daniel Cleaver for a response to their questions.

III. Selection of a President and Vice President (Nominating Committee Memo)

1. The nominating committee reported back that they had identified a President based on verbal, and written communications and also the Trustees interest to be President. After the statement, Rosalie Morillo was announced as the Library Board of Trustees President for 2022. The nominating committee went on to explain that the Vice-President had not been chosen and wanted for the rest of the Library Board of Trustees to participate in the voting of a Vice-President. To keep the votes anonymous, Joel Rosa requested for all votes to be submitted directly to him for tallying. Once all votes were drawn, 5 votes went for Dr. Jacqueline Littlejohn and 4 votes for Vickiana Ortega. Dr. Jacqueline Littlejohn was chosen as the Vice-President of the Library Board of Trustees for 2022.

IV. Discussion on the creation of committees

1. A short discussion on the creation of committees was had and Trustees were invited to provide their interest for being a member on any of the following committees:
 - a. Finance, Personnel, Building and Grounds, Community Relations, and Policy

v. Public Comment

1. Marcela Massopust raised her hand to speak publicly and represented the Perth Amboy Women's Club with her request to have historical paintings stored at the public library. She requested an approximation of time for when the library would be able to accept the paintings for storage. Many of the Library Board of Trustees felt that they could not provide a timeframe until the construction work was complete. After her comment, no one else came forward to speak.

VI. Old Business:

1. The importance of creating a Memorandum of Understanding between the library and the City of Perth Amboy for shared services was restated at the meeting by Joel Rosa. Being that the Library is to run autonomously, the relationship between the City and the library should be defined in a document to protect the library from any liabilities. Joel offered his assistance to help and stated that a template was available to create the MOU, but that the details on shared services still needed to be completed. Board President Morillo stated that a committee could be assigned to help with the assignment and requested that the Library Board share their interest for being a part of the committee.

VII. New Business:

1. Herschel Chomsky spoke about the Jersey Health Connect Program that will run out of the library to provide residents a simple way to access their own medical information via a tablet based application system. The library will receive 5 tablets for Perth Amboy residents to use. This is a pilot program in which Perth Amboy was selected to participate that will end on September 30, 2022. In order to participate in the program, the library will be required to report each month on the number of times each ipad circulates.

VIII. Announcements:

1. The only announcement provided came from Herschel who stated that the December minutes were not approved in this meeting, but that they should be in the February meeting. Although the minutes had been shared prior to the meeting, no discussion was had in the January meeting to approve minutes which will be up for a vote in the February meeting.

IX. Confirm next meeting date

1. The library board of trustees confirmed Tuesday, February 8, 2022 at 5pm to have an in person Library Board of Trustee meeting.

X. Meeting adjourned at 6:18pm