EAST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Main Library

Minutes of a Regular Meeting of the East Orange Public Library Board of Trustees held at the Main Library, 21 South Arlington Avenue, East Orange, New Jersey on October 9, 2025 in the East Orange Room.

PRESENT: Hon. Jimmy Small
Gloria Holt
Hon. Jacquelyn Davis
Hon. Mumtaz Bari-Brown
Laudaine Simeon
Terry Corallo
Councilman Sammed Monk (Arrived Late)

ABSENT: Joylyn Perez
Lynella George
Erin Crowder (Excused)

STAFF: JP Porcaro
Pamela V. Holmes
Nancy Barrantes-Lei

The President, Hon. Jimmy Small, called the meeting to order at 7:02 p.m.

1. Sunshine Law

The President read the Statement re: Public Law 1975, Chapter 231, known as the Sunshine Law at the Opening of the meeting.

2. Minutes: September 11, 2025

Executive Session Correction. There is a typo in the spelling of Jacquelyn Davis's name. It is not Jacqueline Davis.

Motioned by Hon. Jacquelyn Davis to accept the amended September 11, 2025 Minutes as presented. Seconded by Hon. Mumtaz Bari-Brown. Approved by the Board.

3. Financial Reports

Total Expenses Paid thru September 2025	$2,418,831
Percentage Spent thru September 2025	65.84%

Total Resources Received thru September 2025	$2,474,401
Percentage Received thru September 2025	67.35%
(Monies Received less Expenses Paid)	$ 55,570

- **Approved Payments: September 2025**

Motioned by Gloria Holt to approve the Approved Payments for September 2025. Seconded by Laudaine Simeon. Approved by the Board.

- **Proposed Payments: October 2025**

Motioned by Hon. Jacquelyn Davis to approve the Proposed Payments for October 2025. Seconded by Laudaine Simeon. Approved by the Board.

4. Public Participation

There was no Public Participation.

5. Director's Report

The Director gave the report. Full report attached to Minutes.

6. Trustee Concerns/Comments

At the last meeting, Councilman Monk suggested to the Library Director that a metal detector be placed at the Library. Tonight, the Board voiced some concerns such as the installation cost, hiring security personnel and creating a false sense of security for patrons. The Library is like a safe haven. The Library Director had a discussion with the Public Safety Director. He said to call if the Library is short of security and he will send police to walk the Library on their normal route.

7. Committee Reports

- Hon. Jimmy Small gave the Technology Report.

With e-rate funding, the Library upgraded a network switch and six APC battery backup for all network switch boxes and the Server rack on September 30. Micro Technology Group installed and configured the devices at the Library. The Cisco switch came with a 5-year subscription license. As a result, the recent upgrade made the network infrastructure more up to date with the latest technology, leading to a greater stability and reliability. Following extensive planning and preparation, the upgrade was completed with minimal disruption to public services. Forty first graders from Houston Academy received library cards and checked out a book that morning. Circulation services continued with an off-line checkout procedure during the downtime.

Circulation of digital materials continued to be high. Patrons checked out 685 digital materials from eLibraryNJ and borrowed 560 items from Hoopla and Kanopy.

Approximately 1,000 patrons used computers at the Library. In addition, many patrons enjoyed the free Wi-Fi and Quiet Study space.

The printing demand continued to be very high. Staff printed approximately 8,800 pages for patrons at the Circulation Desk. Patrons printed over 12,000 pages using Wi-Fi printing service and the SAM print system.

Exigent Technologies engineers thoroughly reviewed and updated all Group Policy Objects. Additionally, they reviewed all firewall settings and local network configurations on the switches. They collaborated closely with the SAM application vendor support team and made adjustments to the internet settings within the application to resolve the proxy-related issues.

No other Committees reporting at this time.

8. Old Business

There was no Old Business.

9. New Business

- **2024 Audit Report & Corrective Action Plan**

Hon. Jacquelyn Davis (Chair of the Audit & Finance Committee) gave the Audit Report for Year Ending December 31, 2024.

She and the Administration met with the auditors to review the Drat Audit Report. The audit cleared up some of the grant issues in the past. The Library was carrying a grant receivable line item that was uncollectable. For that reason, the line item was closed out. The Library is now seeking available grants. The auditing firm stated it wasn't necessary for the Board to make any formal approval to move the audit from draft to final. The Library can rethink this next year.

The Library Director and Nancy Barrantes-Lei were responsible for implementing the corrective action plan. The two findings/recommendations from the auditor are as follows. They are very minor.

- The Library's cash records do not align with the bank reconciliations. More care will be exercised in posting cash receipts and cash collections will be in agreement with the bank reconciliation.

- As of December 31, 2024, there was an excess surplus by N.J.S.A. 40:54-15. The Board of Trustees will restrict these funds for purposes identified via Resolution Establishing Capital Expense Plan and Reserving Funds in the amount of $794,000. (Resolution #2025-#15). Motioned by Laudaine Simeon to approve the Resolution. Seconded by Jacquelyn Davis. Approved by the Board.

Hon. Mumtaz Bari-Brown motioned to adjourn the meeting. Seconded by Laudaine Simeon. The public portion of the meeting adjourned at 7:40 p.m.

10. Executive Session

There was no personnel issues to address. The Board did not go into Executive Session.

EOPL Director's Report for October 2025's Meeting:

Meetings

I attended the September 15th and 29th City Council meetings. Councilman Monk and Gomez instructed me to talk to Public Safety Director Boyd about security in the building. I had a discussion with Director Boyd about building security, and he said to call him if we have a time where we are short on security, and he will send a Directed Patrol to walk the library on their normal route.

I had a meeting about EOPL's progress, with Mayor Green and Eric Green, on September 18th. I updated them on the installation of our reference desk, the status of the construction grant, our school visits, small business center, and board vacancies. After the meeting, the Mayor appointed Erin Crowder to fill one of the vacancies, and they are working on the other vacant spots.

I attended the municipal directors' meeting in the Mayor's office on September 24th. This meeting was more for the municipal directors that use the city's financial system than for the library (our finances are handled by the board of trustees rather than the city council), but it is good to be included as part of the team.

The School District had their first strategic plan "Transition Team" meeting on September 30th. I am on the "High-Impact Learning Experiences" team. I also had a short meeting on September 23rd with Assistant Superintendent Nick Destefano and Director of Teaching & Learning Paulette Salomon about school district summer reading lists and our role in their creation moving forward.

Facility

I had a building walkthrough with the new Director of IT for East Orange on October 2nd. He is the former Assistant B.A. for Bloomfield. He was very pleased that we handle our own IT needs and had no suggestions for changes. We showed him our new switches, firewall, and our various public terminals throughout the building.

We are currently in the second phase of our installation of our building access keys. This included installation of 3 new 120 watt quad outlets, and new card readers on doors without card readers. At the completion of the project, almost no doors in the building will require a physical key.

At the completion of the key access system installation, we will begin the final plans for our EOPL Small Business Center.

Budget

After a call with Trustee Davis and a few calls with our auditor, we finalized the audit and drafted a corrective action plan for this year.

Programs

The Friends of the Library have hosted multiple Voter Registration Day booths in the lobby over the past month. Librarian Rashond Smith has been organizing them.

The 1st Grade class trips have been going well. Librarian Nancy Tinney has handled them so far, and I will do a few for the days she will be on vacation. Each class visit takes a lot of planning before the visit happens, and I thank Ms. Tinney and Librarian Jenny Tong's departments for making sure each class has the student library cards ready for the visit.

Assistant Director Holmes has been attending the Back to School nights at the various schools and the outreach has gone well.

Librarian Rebecca Magnan's Community Garden club has wrapped up. Marissa from 4-H, who helps with the club, sent us photos from the Harvest Fair, and our kids won a number of ribbons, including multiple Best in Division and Best in Class awards. I passed this on to Councilman Monk and the Mayor's office in hopes that they will give a commendation to the club.

Submitted for the October 9th, 2025 meeting.
JP Porcaro, Director