

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, June 10, 2014. The meeting was called to order at 4:00 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding  
Mr. Anthony Marseglia  
Laura S. Kirsch, Esq.  
Ms. Kristi Izzo  
Ms. Cindi Ortiz  
Ms. Robin Coles

Also Present

Ms. Sharon Castanteen, Director  
Ms. Barbara Schuit, Assistant Director  
Mrs. Ann Bowen, Principal Account Clerk

Not Present

Ms. Sonia Recarte  
Councilwoman Rose Greenman, Esq  
Ms. Karen Lewis, Supt. of Schools

2. Meeting Notification Statement

1. One copy posted on the bulletin board of the Library
2. One copy filed with the City Clerk
3. One copy posted to the Library's Webpage
4. One copy sent to the Record

3. Approval of the Minutes of the May 13, 2014 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Coles, the minutes of the May 13, 2014 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Castanteen

a. Report: Ms. Castanteen

	<u>May 2014</u>	<u>Year-to-Date</u>
Budget Account:		
Income	\$376,224.95	\$1,582,906.74
Disbursements:	173,999.17	1,148,644.48
Cash balance as of May 31, 2014		\$ 434,242.26

Librarian's Special Account:

Income	166.06	
Disbursements	89.98	
Cash balance as of May 31, 2014		\$ 16,171.68

Paver Account

Income	100 .13	
Disbursements	0.00	
Cash balance as of May 31, 2014		\$ 2,032.33

Capital Account

Income	4.81	
Disbursements	0.00	
Cash balance as of May 31, 2014		\$ 73,158.31

On motion of Ms. Kirsch, seconded by Ms. Coles, the report was accepted.

b. Bills: Ms. Castanteen

June 2014 Budgetary Account Bills	\$172,027.23
June 2014 Librarian's Special Account Bills	251.95

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the bills were approved for payment.

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch mentioned that no medical/building insurance bills have been received from the City yet. These bills total over \$500,000 by the end of the year.

Ms. Kirsch said that an article in The Record reported that the City intends to cut the library's 2014 appropriation by \$130,000 .

Ms. Kirsch said she and Ms. Castanteen had met with Mr. Mangin, the City's new CFO, and Mr. Rottino, City Manager, on May 28. The discussion concerned the probability of a cut in the library's City appropriation, but no figures were discussed.

Ms. Kirsch said she and Ms. Castanteen will review the 2014 budget and make the necessary adjustments to reflect the new 2014 City appropriation. It may be that the "Reserving Capital Funds" resolution passed by the Board at the May 13, 2014 Board Meeting will be cancelled.

Ms. Kirsch will have to rework the "NJ State Transfer Calculation" form in view of the change in the budget amount for 2014. She will report to the Board in September.

The City plans to ask the Local Finance Board in Trenton if they can spread out the tax appeal settlements over several years. If this is approved, Ms. Kirsch hopes to have the municipal appropriation restored for 2015.

Ms. Kirsch said she and Ms. Castanteen will keep a watch on all proceedings.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that the elevator motor had burned out and will be replaced at no charge, as it is covered under the contract.

Ms. Kirsch said new plantings which replaced the overgrown bushes are fine, but she is going to call Armbruster Landscaping concerning the tree in the box.

We are still getting quotes for the snow guards.

A tripping hazard made it necessary to replace soil on Moore Street, new hinges were installed on the front door and the cement bumpers in the Moore Street parking lot were replaced.

8. Personnel Committee: Mr. Marseglia

Mr. Marseglia said James Howard, full-time Security Guard, had requested a 6 month leave of absence. A similar leave was granted to Emily Lyons, so Mr. Marseglia moved that the leave be granted, seconded by Ms. Kirsch, the personnel action was approved.

Viktor Villanueva was hired as his replacement at 23 hours per week at \$18 per hour.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personal action was approved.

Two employees have resigned, Diego Deleon and Barbara Hedges-Slack. Roselyn Pena was hired to replace Diego Deleon.

On motion of Ms. Ortiz, seconded by Ms. Coles, the personnel action was approved.

Mr. Marseglia said that he will work on revising the "Leave of Absence" policy and will give it to the Trustees to review.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the June flyers and programs to the Trustees.

The Junior Department's summer reading club "Fizz Boom Read!" will begin June 16 until August 11, 2014.

Junior Department programs in July and August are "Mother Goose Time"; "Preschool Story Hour"; "Book Bingo"; "Video Games"; "Tech Time"; "Summer Arts and Crafts"; "Crafty Geniuses"; "En Plein Air"; "Beady Buddies"; "Science Club"; "Firefly Hunt and Story Hour"; and on Thursday July 17<sup>th</sup> "Teddy Bear Picnic" and July 17<sup>th</sup> to 18<sup>th</sup> "Teddy Bear Overnight" and on Friday night August 1, "Friday Night Fun Night"

Adult programs for June began on Thursday night June 5 the movie "Gimme Shelter." The "Knitting Club" met June 10 and will meet again on June 24. The program "Lawn Care – the Organic Way!" is scheduled for June 12. On Saturday June 14 the library will hold a book sale from 10:00 a.m. to 4:00p .m. Library patrons can access "Zinio" on their PCs or tablets for free. The Gallery and Display Cases are featuring the "ICAL Art Exhibition of Latin American Artists." Citizenship and English Conversation classes are available to library patrons.

Patrons "Looking for a Job" can receive individual assistance for online job searching. Computer instruction and eBook assistance is available to Hackensack residents only. Free audiobook players are available to patrons with vision or physical impairments or who have a reading disability.

9. Librarian's Report: Ms. Castanteen

a. Programs Highlights: Ms. Castanteen

Ms. Castanteen reported the most attended program was the ICAL Children's Art contest. It was held on a Friday night and over 100 people attended.

The Guitar Concert was well attended with over 85 parents and children, as was the Beatles Review with 70 participants.

Our computer assistance classes have over 68 Hackensack residents who attend and there are 11 in the Spanish computer classes.

The "Fancy Nancy Tea Party" and the Clay and Knitting classes are very popular.

b. Trustee Education

Ms. Castanteen reported that thanks to Cindy Ortiz, the state-mandated continuing education hours have been fulfilled.

c. Gifts and Letters of Appreciation: Ms. Castanteen

No report

9. Old Business

No report

10. New Business

No report

11. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz,  
Secretary