

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 14, 2014. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Also Present

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

Ex-Officio

Councilwoman Rose Greenman, Esq

Not Present

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 December 17, 2013 Board Meeting

On motion of Ms. Coles, seconded by Mr. Marseglia, Ms. Izzo abstaining, the minutes of the December 17, 2013 Board Meeting were approved.

4. Public Comment

No report

5. Election of 2014 Officers: Ms. Castanteen

On motion of Ms. Ortiz seconded by Ms. Izzo, the Board of Trustees 2013 slate of Officers was reappointed for 2014.

President: Ms. Linda Flynn  
Vice-President: Mr. Anthony M. Marseglia  
Secretary: Ms. Cynthia Ortiz  
Treasurer: Laura S. Kirsch, Esq.

a. Oath of Office for 2014 Trustees: Ms. Kirsch

Ms. Kirsch administered the Oath of Office to Ms. Cynthia Ortiz and Ms. Sonia Recarte.

6. Committee Appointments: Ms. Flynn

Ms. Flynn asked if anyone wished to change their committee assignment.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the committee assignments are the same as 2013.

7. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>December 2013</u>	<u>Year-to-Date</u>
Budget Account:		
Income	\$252,760.83	\$3,443,098.34
Disbursements:	510,247.47	2,910,744.89
	Cash balance as of December 31, 2013	\$ 133,149.38
Librarian's Special Account:		
Income	341.10	17,383.43
Disbursements	70.00	1,180.10
	Cash balance as of December 31, 2013	\$ 16,203.33
Paver Account		
Income	100.13	2,044.69
Disbursements	0.00	113.00
	Cash balance as of December 30, 2013	\$ 1,931.69
Capital Account		
Income	6.52	247,307.98
Disbursements	7,265.30	159,027.67
	Cash balance as of December 30, 2013	88,280.31

On motion of Mr. Marseglia, seconded by Ms. Coles, the financial reports were accepted.

b. Bills: Ms. Castanteen

January 2014 Budgetary Account Bills	\$ 282,963.29
January Capital Account Bill	15,148.20
January 2014 Librarian's Special Acct. Bills	225.00

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

8. Budget and Finance Committee Report: Ms. Kirsch

a. Qualified Purchasing Agent Resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent is the qualified purchasing agent that may administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, Denise Stellakis has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that Denise Stellakis, be designated as the qualified purchasing agent for 2014 for the Johnson Public Library.

Moved by: Laura Kirsch      Seconded by: Ms. Ortiz

Date: January 14, 2014 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	

Robin Coles	X	
Mayor's Alternate: Rose Greenman-	X	
Superintendent Lewis - absent		

I hereby certify on this 14<sup>th</sup> day of January, 2014 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 14, 2014

Cynthia L. C. Ortiz  
Cynthia Ortiz, Secretary

b. Fine and Charge Adjustment for New Release DVDs.

Ms. Kirsch spoke with Ms. Castanteen about BCCLS request that all new DVDS be loaned free of charge. A decision was made to comply leaving the loan period at two days, with a late fine of \$1.00 per day.

Ms. Castanteen said there is library law, dating back to the early 1980's, which states that libraries should not charge for materials loaned out.

On motion of Ms. Izzo, seconded by Ms. Coles, the Board agreed to the new policy.

9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported the joints in the tower are scheduled to be repaired.

Ms. Castanteen is in the process of working on a lockdown system for the library.

A proposal for the system has been sent to the Fire Prevention Department for their input.

10. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that Emily Lyons, Security Guard, has requested a six month leave of absence, from January 29 to July 28, 2014.

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

Mr. Marseglia reported that Chris Gatti will be hired as a Security Guard for 20 hours per week at \$18 per hour as of January 15, 2014

Mr. Marseglia requested the Board grant an increase from \$9.90 to \$12.00 per hour for Nuranisa Tjiptarto, Monitor, as she has taken on increased duties

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel actions were approved.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the January 2014 brochures to the Trustees.

Ms. Ortiz reported that the Children's Department Chess Club will meet Tuesday January 14 at 3:30 p.m.; there will be an Arts and Crafts program on Thursday January 16 at 3:30 p.m., a "Special Needs Story Hour" on Saturday January 25 at 1:00 p.m., a book discussion on Monday January 27 at 3:30 p.m., video games for grades 4 to 6 only on Wednesdays at 3:30 p.m. and movies on Saturdays.

The Adult Department had "the Alacorde Trio" on Monday January 6, and has scheduled "The Butler" on Friday January 17 at 1:30 p.m., "Zinio-Who?" on January 21 at 7:00 p.m., "Frederic Morrow: From Hackensack to the White House" on Wednesday January 22 from 7:00 to 9:00 p.m., "Benchmark Civics Project" on Thursday January 30 at 7:00 p.m., "Teen Book Club for Adult Readers" on Saturday January 4, "Book Discussion Group" on Saturday January 18 at 10:00 a.m., "Just the Facts: A Non-fiction Only Book Club: on Saturday January 25 at 11:00 a.m., "Inspect your Gadget!" on Thursday morning at 11:00 a.m., "Neighbors Helping Neighbors" on Fridays at 10:30 a.m.

The Gallery and Display Cases have a collection of Black Dolls courtesy of Michelle Rice.

Citizenship Classes and Computer Assistance are available for interested patrons.

Job assistance is available for Hackensack patrons only.

12. Librarian's Report: Ms. Castanteen

a. Programs Highlights: Ms. Castanteen

JPL now subscribes to Zinio "the world's largest newsstand." Hackensack library card holders can download vibrant, colorful digital issues of more than 100 of the most popular magazine titles available. Patrons can keep the issues on their devices as long as they like.

Ms. Castanteen said the Main Street Gallery display of dolls is lovely and everyone should be sure to see it.

Ms. Castanteen reported that the annual circulation statistics for the library are up about 5%.

Ms. Castanteen reported that Cathy Folk-Pushee had another success with one of her students who was looking for a job. Cathy did some research and found an open position which answered all the needs of the student, who was an RN looking for full-time work. She applied and was hired.

Ms. Greenman suggested we contact the Record.

Ms. Castanteen will contact Al Dib and see if an article about this story could be put on the City Website.

b. Trustee Education 2014

Ms. Castanteen said the NJLTA will hold their annual conference at the Eatontown Sheraton on September 13, 2014. One Trustee can go free and the library will pay for any Trustees who wish to attend.

c. Gifts and Letters of Appreciation: Ms. Castanteen

Ms. Castanteen reported that a letter was received from a Hackensack resident thanking Michelle Acosta for her efforts with the Guitar Classes and all her help with her Spanish lessons.

The letter stated that Michelle is always kind and very professional.

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Ms. Coles, seconded by Ms. Ortiz, the meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz,  
Secretary