

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, May 13, 2014. The meeting was called to order at 4:04 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
Ms. Sonia Recarte

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 April 8, 2014 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Coles, Ms. Izzo abstaining, the minutes of the April 8, 2014 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Castanteen

a. Report: Ms. Castanteen

	<u>April 2014</u>	<u>Year-to-Date</u>
Budget Account:		
Income	\$132,354.41	\$1,206,681.79
Disbursements:	172,679.50	974,665.31
Cash balance as of April 30, 2014		\$ 232,016.48

Librarian's Special Account:

Income	296.09	
Disbursements	300.00	
Cash balance as of April 30, 2014		\$ 16,095.60

Paver Account

Income	.13	
Disbursements	0.00	
Cash balance as of April 30, 2014		\$ 1,932.20

Capital Account

Income	4.97	
Disbursements	0.00	
Cash balance as of April 30, 2014		\$ 73,153.50

On motion of Ms. Ortiz, seconded by Ms. Izzo, the reports were accepted.

b. Bills: Ms. Castanteen

May 2014 Budgetary Account Bills	\$239,680.91
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On motion of Ms. Kirsch, seconded by Mr. Marseglia, the bills were approved for payment.

6. Budget and Finance Committee: Ms. Kirsch

a. 2013 Audit

Ms. Kirsch said she reviewed the 2013 audit; we are in compliance with standard accounting practices as stated on page 2. Ms. Kirsch said we have a "clean audit in all respects" since the auditor had no comments or recommendations on page 19.

Mr. Marseglia asked if the Terminal Leave Account is adequate since there were no payments made in 2013.

Ms. Castanteen said payments to the Terminal Leave Account are only made when additional employees become eligible for the benefit.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the 2013 audit was accepted.

b. Transfer Form, Capital Resolution

Ms. Kirsch distributed the "Transfer Form" and "Capital Resolution" to the Trustees.

Ms. Kirsch said the Transfer Form 2014 budget figures include \$76,367 to be restricted for Capital projects. There are no excess funds to be returned to the City.

After a discussion and on motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the "Transfer Form".

Ms. Kirsch distributed a copy of the 2015 – 2020 Capital Projects to the Board.

The list is a working copy of proposed future capital projects. Ms. Kirsch and Ms. Castanteen will work to finalize the list and present it to the Board for their approval.

**RESOLUTION
RESERVING CAPITAL FUNDS**

WHEREAS, the Board of Trustees (the “Board”) has undertaken an analysis of the capital improvement needs of the Johnson Public Library; and

WHEREAS, the Board has identified needed capital improvement projects as more specifically set forth on the Improvement Study prepared by \$76,367 arcari + iovino architects pc, dated December 2010, (the “Capital Projects”) attached hereto; and

WHEREAS, the Board has determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects; and

NOW THEREFORE,

BE IT FURTHER RESOLVED that the Treasurer be and hereby is authorized and directed to transfer \$76,367 into the Capital Improvement Fund held with NJ Cash Management.

Moved by: Laura Kirsch

Seconded by: Anthony Marseglia

Date: May 13, 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: Councilwoman Rose Greenman	X	
Superintendent Karen Lewis Absent		

I hereby certify on this 13th day of May, 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 May 13, 2014.

Cynthia Ortiz

Cynthia Ortiz, Secretary

C. Resolution for auditor

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved appointing Ferraioli, Wielkotz, Cerullo & Cuva, P.A. library auditors.

A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,

WHEREAS, Ferraioli, Wielkotz, Cerullo & Cuva, P.A. were found to be well-qualified,

WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkotz, Cerullo & Cuva, P.A be appointed as auditors for the Library

Moved by: Laura Kirsch

Seconded by: Anthony Marseglia

Date: May 13, 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: Councilwoman Rose Greenman		X
Superintendent Karen Lewis absent		

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Cynthia Ortiz

Cynthia Ortiz, Secretary

d. Resolution for QPA

Ms. Kirsch said that the City has a new CFO. The Board must pass a resolution to appoint Mr. Mangin as he has agreed to be the library's "QPA"

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, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2014 for the Johnson Public Library.

Moved by: Laura Kirsch

Seconded by: Ms. Izzo

Date: May 13, 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: Councilwoman Rose Greenman	X	
Superintendent Karen Lewis absent		

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Cynthia Ortiz

Cynthia Ortiz, Secretary

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that overgrown bushes in front of the library have been replaced with flowers, a weeping cherry and cut leaf maple tree.

The bricks in the tower have been repointed. The mason did additional work at no cost to the library.

The gutters over the front entrance are damaged and will need to be replaced, and ice guards will be installed to prevent accidents.

There are some minor leaks in the roof caused by rusted HVAC curbs. There are electrical issues that need to be resolved so the work will need to be done by our HVAC contractor and an electrician.

A leak above the reference area will need to be repaired.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the May Adult Programs to the Trustees.

The movie "Frozen" was shown Thursday May 8. "Become a Follow-up Rock Star!" is scheduled for Wednesday May 14 at 7:00 p.m. On Thursday May 15 at 1:00 p.m. the library will have a free screening and a presentation about Osteoporosis as May is prevention and awareness month of this "silent disease."

"The Spring Concert by the NJ Chanteurs!" is scheduled for Thursday May 15 at 7:00 p.m.

Additional programs for May included “Creating with Clay” Wednesday May 21 at 1:30 p.m., “Creative Couponing” Wednesday, May 21 at 7:00 p.m., “Beatles Celebration!” Thursday May 22 at 7:00 p.m.

“Inspect Your Gadget!” Thursdays at 11:00 a.m., “Neighbors Helping Neighbors” Fridays at 10:30 a.m., and every third Thursday of the month an opportunity to meet with Congressman Garrett’s Representative at 9:30 a.m.

The “Teen Book Club for Adult Readers” met Saturday May 3, “Book Discussion Group” will meet Saturday May 17 at 10:00 a.m., and “Just the Facts: A Non-fiction Only Book Club” will meet Saturday May 31 at 11:00 a.m.

Students in grades 7 thru 12 can join the “Teen Tuesday” program free of charge. The “Homework Club!” meets on Wednesdays at 3:15 p.m.

Hackensack residents can sign up to “Borrow a Kindle!” The library book sale is scheduled for Saturday June 14 from 10:00 a.m. to 4:00 p.m.

Opening on May 30 in the Main Street Gallery and Display cases ICAL will present an Art Exhibition of Latin American Artists.

Patrons can sign up for email notification of upcoming library events

Citizenship and English Conversation classes are available at the library.
“Looking for a Job?” - Individual assistance is available for online job searching.
Computer and eBook assistance is available for Hackensack residents only.
Patrons with physical disabilities or impaired reading can contact the library to find out if they qualify for free audiobooks.

9. Librarian’s Report: Ms. Castanteen

a. Programs Highlights: Ms. Castanteen

Ms. Castanteen reported that the program a “Touch of Sinatra” had over 115 people in attendance. The audience was very enthusiastic and the comments on the evaluation card praised the program.

There was an article in the paper about our ID Theft program.

b. Trustee Education

Ms. Ortiz and Ms. Castanteen will attend the NJLA Conference in June. Ms. Ortiz's attendance at the Young Adult Workshop and the hours from the NJLA Conference will fulfill the state-mandated continuing education hours for library trustees.

c. Gifts and Letters of Appreciation: Ms. Castanteen

Ms. Castanteen received an email from a patron stressing how much she enjoyed the book clubs offered by the library; they are the highlights of her month.

Ms. Castanteen demonstrated Hoopla, a streaming movie and music database soon available to Hackensack residents. Hoopla's cost to the library is per checkout, so it is a better economic choice than other music and video online providers. Ms. Castanteen thanked Councilwoman Greenman for sharing an article on Hoopla from Montclair Times, which initiated Ms. Castanteen's investigation into the product.

9. Old Business

No report

10. New Business

No report

11. Adjournment

On motion of Ms. Coles, seconded by Ms. Ortiz, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz,
Secretary