

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 9, 2014. The meeting was called to order at 4:09 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

Ex-Officio

Councilwoman Rose Greenman, Esq

Also Present

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

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 June 10, 2014 Board Meeting

On motion of Ms. Izzo, seconded by Ms. Ortiz, the minutes of the June 10, 2014 Board Meeting were approved.

4. Public Comment

No report

5. Committee Assignments for 2015: Ms. Flynn

Tabled until the October 14, 2014 Board Meeting.

6. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

|                | <u>Month</u>                       | <u>Year-to-Date</u> |
|----------------|------------------------------------|---------------------|
| Budget Account |                                    |                     |
| Income:        |                                    |                     |
| June 2014      | \$253,416.03                       | \$1,836,322.77      |
| July 2014      | 132,114.20                         | 1,968,436.97        |
| August 2014    | 313,319.08                         | 2,281,756.05        |
| Disbursements: |                                    |                     |
| June 2014      | \$175,551.35                       | \$1,324,215.83      |
| July 2014      | 159,637.31                         | 1,483,853.14        |
| August 2014    | 224,062.38                         | 1,707,915.52        |
|                | Cash balance as of June 30, 2014   | \$ 512,106.94       |
|                | Cash balance as of July 31, 2014   | 484,583.83          |
|                | Cash balance as of August 31, 2014 | 573,840.53          |

Ms. Kirsch said the City vouchers for the library's share of the medical, dental and building insurance have not been received.

Capital Account:

Income:

|             |         |
|-------------|---------|
| June 2014   | \$ 4.97 |
| July 2014   | 4.81    |
| August 2014 | 4.97    |

Disbursements:

|             |            |
|-------------|------------|
| June 2014   | \$ 0.00    |
| July 2014   | \$ 0.00    |
| August 2014 | \$3,455.16 |

|                                    |              |
|------------------------------------|--------------|
| Cash balance as of June 30, 2014   | \$ 73,163.28 |
| Cash balance as of July 31, 2014   | 73,168.09    |
| Cash balance as of August 31, 2014 | 69,717.90    |

Librarians' Special Account

Income:

|             |          |
|-------------|----------|
| June 2014   | \$603.05 |
| July 2014   | 151.08   |
| August 2014 | 253.32   |

Disbursements:

|             |          |
|-------------|----------|
| June 2014   | \$251.95 |
| July 2014   | 230.00   |
| August 2014 | 210.00   |

|                                    |              |
|------------------------------------|--------------|
| Cash balance as of June 30, 2014   | \$ 16,522.78 |
| Cash balance as of July 31, 2014   | 16,443.86    |
| Cash balance as of August 31, 2014 | 16,487.18    |

Paver Account

Income:

|             |        |
|-------------|--------|
| June 2014   | \$0.14 |
| July 2014   | .13    |
| August 2014 | .14    |

Disbursements

|             |        |
|-------------|--------|
| June 2014   | \$0.00 |
| July 2014   | 0.00   |
| August 2014 | 0.00   |

|                                    |             |
|------------------------------------|-------------|
| Cash balance as of June 30, 2014   | \$ 2,132.47 |
| Cash balance as of July 31, 2014   | 2,132.60    |
| Cash balance as of August 31, 2014 | 2,132.74    |

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

b. Bills: Ms. Castanteen

|   |              |
|---|--------------|
| July 2014 Budgetary Account Bills             | \$ 98,086.89 |
| July 2014 Librarians' Special Account Bills   | 230.00       |
| August 2014 Budgetary Account Bills           | \$221,378.50 |
| August 2014 Librarians' Special Account Bills | 210.00       |
| August 2014 Capital Account                   | 3,455.16     |
| September 2014 Budgetary Account Bills        | \$160,981.28 |

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

7. Budget and Finance Committee: Ms. Kirsch

a. Revised 2014 Transfer Form

Ms. Kirsch reported that the cut in the City's 2014 appropriation of \$239,904 makes it necessary to redo the "Transfer Calculation Form".

Ms. Kirsch used the City appropriation figure of \$2,717,873 as the current year funding on the "Transfer Calculation Form" included in the September Board packet. After completing the calculations the amount of excess funds to be transferred to the Capital Account on line 21 is zero.

On motion of Ms. Kirsch, seconded by Ms. Coles the "Transfer Calculation Form" was approved.

b. 2014 Budgets Cuts

Ms. Kirsch said she and Ms. Castanteen met at City Hall in May with the Deputy Mayor and CFO of the City of Hackensack. At that time they were told there would be a cut in the promised City appropriation for 2014.

Ms. Kirsch said an article in the Record reported the City had cut the library's budget by \$130,000.

In July an email was received from James Mangin, CFO for the City of Hackensack, notifying the library the cut would be \$239,904.

Ms. Kirsch said the library has been very careful to make sure that funds are available to provide the many services the community needs. She feels the City is punishing the library for being fiscally responsible.

If the City does not restore some or all of the \$239,904, the Board will be faced with some hard choices, cuts in staffing, which would impact programming, and possibly shortened hours.

Ms. Kirsch said there will be a meeting on Friday, September 12 with the Deputy Mayor (Ms. Canestrino) and James Mangin, CFO, to discuss the situation. Ms. Kirsch said that the City will be made aware that Johnson Public Library is an asset to the community and we are requesting some funding to be restored for 2014 and to be funded at least our 2013 level in 2015.

Hopefully the meeting on Friday will have a positive result.

Should it be necessary, there is an action plan being devised. Efforts will be made to engage the community to show their support. There will be a table at the Street Festival on September 27 with a banner "Save Our Library", we will be asking people to sign a letter to be sent to the City Council and we will work to publicize the library including articles in the paper detailing what the cut will mean to the community.

c. 2015 Budget Request

Ms. Kirsch presented the Board the JPL 2015 Budget Request.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the 2015 Library Budget was tentatively approved.

d. Withdrawal of Capital Reserve Resolution

Ms. Kirsch reported that the cut in the City's 2014 appropriation of \$239,904 makes it necessary to rescind the "Resolution Reserving Capital Funds" which the Board approved at their May 13, 2014 meeting.

After a discussion and on motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board unanimously approved rescinding the "Resolution Reserving Capital Funds" passed at the May 13, 2014 Board Meeting.

JOHNSON PUBLIC LIBRARY  
RESOLUTION  
RESCINDING CAPITAL RESERVE RESOLUTION OF MAY 13, 2014

WHEREAS, the Board of Trustees (the "Board") had undertaken an analysis of the capital improvement needs of the Johnson Public Library; and

WHEREAS, the Board had identified needed capital improvement projects as more specifically set forth on the Improvement Study prepared by arcari + iovino architects pc, dated December 2010, (the "Capital Projects"), and had resolved to reserve \$76,367 in capital funds,

WHEREAS, there has been a \$239,904 decrease in municipal appropriation,

WHEREAS, the Board has determined that there are now no excess funds for transfer to the Capital Improvement Fund,

NOW THEREFORE, BE IT FURTHER RESOLVED that the Resolution to Reserve Capital Funds in the amount of \$76,367 on May 13, 2014, be rescinded.

Moved by: Laura Kirsch

Seconded by: Anthony Marseglia

| Date: September 9, 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 9<sup>th</sup> day of September, 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 September 9, 2014.

\_\_\_\_\_  
Cynthia Ortiz, Secretary

8. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that the elevator has been repaired.

A cut leaf Maple Tree planted in front of the library may not be suitable for the location. If it does present a problem, it will be removed.

There is a leak from the curbing surrounding the HVAC system. This has caused issues with the electrical system in the curbing.

The roofer and HVAC Company agree that the curbing is corroded and should be replaced.

We will need to get estimates to repair or upgrade the system. The money will be taken from the Capital Account.

The HVAC unit in the security room needs to be replaced.

Snow guards have been installed over the front entrance to prevent snow falling on people entering the library.

A new floater has been installed in the sewer ejector pump. We are still investigating adding a grinder to the system.

A lighting fixture in the Main Street Display Case is broken. It is built into the ceiling, so fixing it is not possible. It might be necessary to get estimates to replace the lighting system in the cases.

We have new pavers to be installed. We will contact the landscaper to do the installation.

9. Personnel Committee: Mr. Marseglia

Personnel matters were discussed, i.e., two resignations, one part-time hire for the Children's Department, one summer intern.

10. Policy Committee: Mr. Marseglia

a. Leave of Absence Policy

Mr. Marseglia said that the "Leave of Absence Policy" included in the September Board packet will need to be revised.

The revised policy will be presented at the October Board meeting for review.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

The Main Street Gallery and Display Cases feature "Baring Our Souls" a project in honor of Domestic Violence Month presented by Shelter Our Sisters.

Adult programs for September include the program "Pon Tu Negocio En Linea!" on September 6 in Spanish.

The library will show a movie on Thursday September 11 at 6:30 p.m.

Programs for September include "Social Media Blues" on Monday September 15; "7 Must-Have Tools for the Determined Job-seeker" on Tuesday September 16; "Remembering 9-11" on Wednesday September 17; A "Fall Film Festival" on Thursdays September 18, October 2, 16, 30 and November 13. "Comedy Night with Micke Shilan, aka "The Varicose Vixen!" on Thursday September 18; and "Free Balance Screening & Lecture" on Thursday September 25 .

Books groups for September included "Teen Book Club for Adult Readers" on Saturday September 6; "Book discussion Group" on Saturday September 20; and "Just the Facts: A Non-fiction-only Book Club" on Saturday 27.

"Inspect Your Gadget!" on Thursday mornings at 11:00 a.m.; and "Neighbors Helping Neighbors " – a Job search support group on Fridays at 10:30 a.m.

Individual assistance in "Looking for a Job?" is available to interested patrons.

On Monday, Wednesdays and Thursday "English Conversation Classes" are offered to high-intermediate or advanced Hackensack residents.



Hackensack residents only can receive individual assistance/tutoring sessions with a librarian on working with computers and ebooks.

Spanish speaking patrons can contract Michelle Acosta for computer lessons in Spanish.

Free audiobook players are available to qualified patrons.

“Zinio” is now available free online to library patrons.

Teen Tuesdays begin on September 16 at 3:15p.m. Events are free and open to students in grades 7 through 12.

The Children’s Department will resume programming in October.

12. Librarian’s Report: Ms. Castanteen

Tabled

a. Program Highlights: Ms. Castanteen

Tabled

b. Friends of the Library: Library Champions

Tabled

c. Screencasting and sound system

Tabled

d. Street Fair Courtyard schedule, September 27, 2014

Tabled

e. Gifts and Letters of Appreciation

Tabled

f. New Website

Ms. Castanteen reported that Radwa Ali, Reference Librarian, has been working on a new Website for the library. She has worked on her own time to complete the site.

13. Old Business

No report

14. New Business

Ms. Castanteen asked the Board's approval to allow Bergen Leads to meet in the library auditorium without charging a fee for use of the room.

The Board agreed.

15. Adjournment

On motion of Ms. Izzo, seconded by Ms. Coles, the meeting was adjourned at 5:45 p.m.

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary