

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 13, 2015. 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. Sonia Recarte

Also Present

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

Ex-Officio

Mayor John P. Labrosse, Jr.

Not Present

Ms. Robin Coles  
Ms. Barbara Schuit, Assistant Director  
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 9, 2014 Board Meeting

Ms. Izzo said that on page 4 6.a it should say "asked about - not by".

Mr. Marseglia said on page 6 10. Ms. Kirsch said "it".

On motion of Ms. Izzo, seconded by Mr. Marseglia, Mayor Labrosse abstaining, the minutes of the December 9, 2014 meeting were approved as corrected.

4. Public Comment

No report

5. Election of 2015 Officers: Ms. Castanteen

Ms. Izzo moved that the 2014 slate of Officers be reappointed for 2015, the motion was seconded by Ms. Ortiz.

Ayes: Flynn, Marseglia, Kirsch, Ortiz, Izzo, Recarte and Labrosse.

Nays -0-

a. 2015 Trustee Appointments Announcement: Ms. Flynn

Ms. Flynn congratulated Ms. Izzo and Mr. Marseglia on their reappointment for a 5 year term to the Johnson Library Board of Trustees.

b. Oath of Office for 2015 Trustees: Ms. Kirsch

Ms. Kirsch reported that she had administered the "Oath of Office" to Ms. Izzo and Mr. Marseglia.

Ms. Izzo said the City Manager sent a copy of the City's laws and regulations and she appreciated it.

6. Committee Appointments: Ms. Flynn

Ms. Flynn reported that some changes were made in individual assignments last year.

Ms. Izzo suggested combining the Paver Committee with the Strategic Planning/Marketing Committee.

The Board agreed to combine the Paver and Strategic Planning/Marketing Committees.

Ms. Flynn said that assignments will be made next month to give everyone a chance to review the committees.

7. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>December 2014</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 211,611.19	\$3,150,799.24
Disbursements:	\$ 705,302.44	\$2,938,956.62
Cash balance as of December 31, 2014		\$ 211,842.62

Ms. Kirsch said disbursement figure for December was large because of the City bill for personnel costs, going forward the City will breakout the library's medical costs.

Ms. Kirsch noted that the "Appropriation from Reserve" included the carryover from 2013.

Mr. Marseglia asked if the figure for the medical coverage was before or after the credit from the city was applied.

Ms. Castanteen said the figure was after the credit was deducted and next year the figure for the medical coverage will be more.

Mr. Marseglia then observed that the \$211,842 balance was largely due to the refund and may not be repeated in 2015.

Capital Account:

Income:	December 2014	\$	4.59
Disbursements:	December 2014	\$	0.00
Cash balance as of December 31, 2014		\$	<u>69,736.68</u>

Donation Account:

Income:	December 2014	\$	200.74
Disbursements:	December 2014	\$	00.00
Cash balance as of December 31, 2014		\$	<u>11,491.22</u>

Librarians' Special Account

Income:	December 2014	\$	406.13
Disbursements:	December 2014	\$	00.00
Cash balance as of December 31, 2014		\$	<u>17,632.61</u>

Paver Account

Income:	December 2014	\$	0.14
Disbursements:	December 2014	\$	0.00
Cash balance as of December 31, 2014		\$	<u>2,150.31</u>

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

b. Bills: Ms. Castanteen

January 2015 Budgetary Account Bills	\$273,249.12
January Librarian's Special Acct. Bills	190.00
January Paver Account Bills	144.00

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

8. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch moved to reauthorized James Mangin, Chief Financial Officer for the City of Hackensack, as the library “Qualified Purchasing Agent”

a. QPA resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent is the qualified purchasing agent that administers 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 2015 for the Johnson Public Library.

Moved by: Laura Kirsch

Seconded by: Cynthia Ortiz

Date: January 13, 2015 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	A	
Mayor John Labrosse	X	
Superintendent Karen Lewis	A	

I hereby certify on this 13<sup>th</sup> day of January, 2015 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 13, 2015.

Cynthia L.C. Ortiz  
Cynthia L. C. Ortiz, Secretary

b. Auditor Resolution

**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 have high recommendations,  
**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 for 2015.

Moved by: Ms. Kirsch

Seconded by: Mr. Marseglia

Date: January 13, 2015

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	A	
Mayor John Labrosse	X	

Superintendent Karen Lewis	A	
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*Cynthia L. C. Ortiz*  
Cynthia L.C. Ortiz, Secretary

c. Library Van

Ms. Kirsch asked the Board to approve purchasing a new van with the funds from either the Capital or Trustee Reserve Account.

Ms. Kirsch said it is a necessary expense since the library van is in horrible condition and repairs last year were over \$3,000. The van is used on a daily basis; it picks up supplies, books and takes materials to the recycling depot. Last year the library recycled over 97,000 pounds of materials. It is time for a new van.

Ms. Kirsch said that Ms. Castanteen had been researching companies that have state contracts. The cost of a new van could be between \$19,000 and \$22,000.

Ms. Castanteen said if the library goes out to bid on the van it will need to choose the lowest bidder.

Mayor Labrosse advised getting a second class of van, since there is heavier Than normal usage. For example, the E250 Ford, or the 2500 Dodge.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved funds of no more than \$25,000 for the purchase of a reliable van for the library. The funds will be taken from either the Capital or Trustee Reserve Funds in New Jersey Cash Management.

d. Possible Transfer from Reserve

Ms. Kirsch asked the Board to approve a transfer from the Trustee Reserve Account to Operating Account if necessary.

In January the appropriation checks from City are not always in time to cover the bills and the January payrolls.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board authorized a transfer of up to \$80,000 from the Trustee Reserve Account to the Operating Budget.

9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said repairs that should be done, include the old carpeting which could become a tripping liability and the windows which are in poor condition with rotting frames and are leaking.

Ms. Kirsch said the display lighting in the Main Street corridor could be put aside until more information regarding the 2015 City Appropriation is received.

Mr. Marseglia said the funds could be taken from the Donation or Endowment Accounts.

Mayor Labrosse asked what problems are there with the lights.

Ms. Kirsch said the light fixtures are old and parts to repair the broken ones are not available, they need to be updated.

Ms. Kirsch said that the Trustees have been discussing the situation. Anthony Iovino, the library's architect, said in an e-mail that it would cost approximately \$6000 including bidding and construction.

Ms. Izzo asked if other bids could be obtained.

Ms. Kirsch said that Mr. Iovino knows the building and has worked with the library on costs and design.

Ms. Kirsch asked the Board to request a formal proposal for Mr. Iovino to redesign the Main Street corridor area breaking out the design cost and the cost of the oversight of construction.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved contacting Mr. Iovino for a proposal.

10. Personnel Committee: Mr. Marseglia

Mr. Marseglia asked the Board to approve a promotion for Tiko Tjiptarto from Monitor to Library Assistant and increasing her hours to 20 per week at the rate of \$14 per hour. This promotion is part of the plan to replace Technology Librarian, Radwa Ali, in-house.

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

Mr. Marseglia said after reading the union contract he feels some of the language, especially as regards vacation time in the contract should be clarified to meet the intent of the regulation.

Mr. Marseglia read a letter from Craig Maiocchi, Senior Building Maintenance Worker, notifying the library of his retirement as of July 2015.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the Adult Department brochure for January and the Junior Department brochure for January, February and March 2015.

For January the Junior Department has scheduled "Mother Goose Time"; "Preschool Storyhour"; "Tech Time"; "Reading With Rodney"; "Chess Club"; "Video Games; "Lego Day"; "Arts and Crafts"; "Design Your Own Dragon"; and "Book Discussions" a new program broken down by grades for children in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades."

Adult programs for January include "Affordable Care Act Enrollment" Tuesdays January 6, 13, 20 and 27 and Thursdays January 8, 15, 22, and 29.

"New Year, New Me!" on Thursday January 8; also on the 8<sup>th</sup> the Thursday Night Movie at 6:30 p.m.

I'm 55+ - What do I do now??" Wednesday January 14; "Movie Matinee Classics" Thursday January 15; and "Resume Writing Seminar" Wednesday January 28.

Book groups for January include "Teen Book Club for Adult Readers" Saturday January 10; "Book Discussion Group" Saturday January 17; "Just the Facts: A Non-fiction-Only Book Club" Saturday January 24.

"Inspect Your Gadget!" Thursday mornings; "Neighbors Helping Neighbors" Fridays; "Citizenship Classes" Mondays; "Looking for a Job" as scheduled; "English Conversation Classes" Thursdays, Mondays, and Wednesdays; and "Computer Instruction and eBook Assistance" as scheduled.

A Unique collection of Black dolls is presented by Michelle Rice in the Main Street Display Cases.

The Gallery exhibit is presented by Mixed Media Art Work by Lori.

"Driver's Permit" is a new study program online sponsored by Johnson Library in partnership with Driving-Tests. org.

Patrons with a physical impairment or a reading disability may qualify for a free audiobook player.

Ms. Castanteen said she is planning a family fun open house, something that will involve the parents as well as the children.

12. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said there is a chart in the Director's Report with the annual statistics for the library. The increase in the Junior Department is remarkable, BCCLs complies the statistics and the figures can be trusted.

Ms. Castanteen feels that our healthy book budget, better advertising and publicity along with our marketing of the library as a community center are the reasons there is an increase in usage of the library.

b. Trustee Education 2015

The state requires 7 hours of Trustee Education for 2015.

Ms. Castanteen will email a link to a 20 minute webinar which meets the state requirements.

c. Gifts and Letters of Appreciation

Ms. Izzo was given a retirement gift of \$200 and directed that it be donated to the library.

Ms. Izzo would like the funds to be used for the staff.

Hackensack resident Phyllis Wright sent a letter praising the library staff and programs.

Marilyn Olson received a "Certificate of Appreciation" from the children at Hillers School.

13. Old Business

Ms. Kirsch asked that a supply of "Paver Forms" be sent to the Council Chamber at City Hall.

Mayor Labrosse said there is a bench on the main floor where they could be displayed. He also suggested someone look into having a link to the library be included in the City's website.

14. New Business

No report

15. Adjournment

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

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary