

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, April 14, 2015. The meeting was called to order at 4:11 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Linda Flynn  
Ms. Sonia Recarte  
Mayor John P. Labrosse, Jr.  
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 March 10, 2015 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes were approved with corrections.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>March 2015</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 236,024.46	\$ 918,800.73
Disbursements:	\$ 148,441.44	\$ 546,186.08
Cash balance as of March 31, 2015		\$ 372,614.65

Capital Account:

Income:	March 2015	\$ 4.28
Disbursements	March 2015	\$ 0.00
Cash balance as of March 31, 2015		\$ 69,750.44

Donation Account:

Income:	March 2015	\$ .72
Disbursements:	March 2015	\$ 0.00
Cash balance as of March 31, 2015		\$ 11,793.71

Librarians' Special Account

Income:	March 2015	\$ 181.04
Disbursements:	March 2015	\$ 82.00
Cash balance as of March 31, 2015		\$ 17,771.98

Paver Account

Income:	March 2015	\$ .13
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Disbursements: March 2015 \$ 0.00

Cash balance as of March 31, 2015 \$ 2,106.74

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

b. Bills: Ms. Castanteen

April 2015 Budgetary Account Bills \$162,546.99

April 2015 Capital Account Bill 23,625.00

April 2015 Librarian's Special Acct. Bills 159.95

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2015 Budget Draft

Ms. Kirsch said included in the Board packet was a copy of the proposed Operating Budget for 2015 which was prepared by the Budget Committee.

The City's 2015 appropriation is less than was requested. Funds will be transferred from the Trustees Reserve Account to cover any shortfall.

After a discussion of the budget and on motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board adopted the revised proposed budget as the Interim Budget for 2015.

b. Resolution for Terminal Leave Payment

**JOHNSON PUBLIC LIBRARY  
RESOLUTION FOR TERMINAL LEAVE PAYMENT**

**WHEREAS**, the Board of Trustees of the Johnson Public Library (the "Board") has an obligation to Marilyn Olson, in accordance with her contract and separation agreement, of \$45,853 in 2015 and \$40,853 in 2016,

**NOW, THEREFORE, BE IT RESOLVED** that the Johnson Public Library Board of Trustees, authorizes a payment to Marilyn Olson in the amount of \$45,853 in 2015 and \$40,853 in 2016,

Moved by: Laura Kirsch

Seconded by: Cynthia Ortiz

Date: April 14, 2015 Roll Call Vote:	Aye	Nay
Linda Flynn	Absent	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	Absent	
Robin Coles	X	
Mayor John Labrosse	Absent	
Superintendent Karen Lewis	Absent	

I hereby certify on this 14th day of April, 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 April 14, 2015.

*Cynthia L. C. Ortiz*, Secretary

7. Building and Grounds: Ms. Kirsch

a. Iovino's Proposal

Ms. Kirsch said the upgrades to the Main Street Corridor could cost between \$35,000 and \$60,000.

At this time Ms. Kirsch said she suggests the Board table this project until a long-range Capital Budget can be crafted with needed projects prioritized, such as the carpeting and Moore Street entrance which could pose a safety hazard and the bathrooms which are in need of updating.

Mr. Marseglia suggested the possibility of using funds from the Endowment Account to pay for part of the proposed upgrades to the front entrance.

The proposal was tabled.

b. 2015 – 2019 Capital Plan

Mr. Marseglia asked to be included in any discussions regarding the Capital Plan.

8. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported the resignation of Roslyn Pena, Monitor, March 7, 2015, and the hiring of John Gervasi, Security Guard, as of May 6, 2015 for 7 hours a week at \$18 per hour.

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

Mr. Marseglia said Marilyn Olson retired as Children's Librarian and it is necessary to replace her. He asked the Board to approve a promotion for Mari Zigas, to acting Head of the Children's Department with of \$2,000 increase for an annual salary of \$43,900. Ms. Zigas will get her MLS in December.

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

Mr. Marseglia asked the Board to approve a promotion to Principal Library Assistant in the Children's Department for Babette Smith with a \$1,500 increase for an annual salary of \$42,550.

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

Mr. Marseglia proposed a merit increase for Genesis Jais of \$2,000 for an annual salary of \$41,000.

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

a. Union Negotiations April 29

The Board agreed the Personnel Committee could continue negotiations with the union along the lines of the ongoing discussions.

9. Community Affairs: Ms. Ortiz:

Ms. Ortiz distributed the April flyers to the Trustees.

The Junior Department has scheduled programs for April including “Mother Goose Time” Wednesdays and Saturdays; “Preschool Story Hour” Wednesdays and Saturdays; “Tech Time” Monday April 13<sup>th</sup>; “Reading with Rodney” on Friday April 17<sup>th</sup>; “Chess Club” Monday April 20<sup>th</sup>; “Video Games” Wednesdays; “Lego Day” on Monday April 6<sup>th</sup> and 27<sup>th</sup> “Arts and Crafts” Thursday April 23<sup>rd</sup>; and a “Spring Egg Hunt” Thursday April 2<sup>nd</sup>. The 1<sup>st</sup> and 2<sup>nd</sup> grades are invited to a “Fancy Nancy Party” on May 7<sup>th</sup> at 3:30. Pre-registration is required. A “May Murder Mystery” is scheduled for Thursdays May 7<sup>th</sup> and May 21<sup>st</sup>.

The library scheduled adult programs for April including: “Introduction to Guitar” on Saturdays April 18<sup>th</sup> through June 6 from 10:00 to 11:00 a.m.; “Monday Morning Concert” by E. Zoe Hassman on Monday April 6; “Last Chance Tax Advice!” on Wednesday April 8; “Story 101 - A five week Course for Aspiring Writers” on Tuesdays April 14, 21 and May 5, 12, and 19; “Slavery by Another Name” on Wednesday April 15; “Build Your Own Rain Barrel Workshop” on Monday April 20; “I’m 55 + What do I do now?” on Wednesday April 22, “Songwriting Workshop” on Thursday April 23; the movie “To Kill a Mockingbird” on Thursday April 16, and “Into the Woods” on Thursday, April 23. In honor of “National Library Week” April 12 through the 18<sup>th</sup>, the library will forgive overdue fines. Teen Tuesdays are scheduled for April 14, 21 and 28<sup>th</sup>. The events are free and open to students in grades 7 through 12.

Book groups for April include “Young Adult Books for Adults “, “Book Discussion Group” and “Just the Facts: A non-fiction-Only Book Club”.

The Gallery and Display Cases feature art by the students of the Bergen Arts & Science Charter School coordinated by Joanna Rodriguez.

Patrons can receive news of upcoming library events by email.

Weekly Citizenship Classes are scheduled on Mondays for patrons, pre-registration is not required.

Individual assistance is available for online job searching, Computer instruction and eBook assistance for Hackensack residents.

Some Federal tax forms are available at the library; additional forms and instructions can be viewed and downloaded at [irs.gov/Forms](https://www.irs.gov/Forms). Some New York State tax forms are available.

Ms. Ortiz said for National Library Week, April 12<sup>th</sup> through the 18<sup>th</sup>, overdue fines will be forgiven if the materials are returned.

The library will hold a Spring Book Sale on Saturday April 18<sup>th</sup>.

10. Strategic Planning/Marketing Committee: Ms. Izzo

a. Friends of the Library Workshop: Book Sales

Ms. Izzo said the BCCLS workshop on book sales was informative. An incentive for the Friends to be involved could be a preview day of the book sale, deciding on the goal of a book sale, and understanding the website to publish book sales were other items that were discussed.

The next BCCLS workshop is on the legal aspects of “Friends” groups.

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights

Ms. Castanteen said the Alzheimer’s two part program was well attended with over 40 people.

Some staff attended the mental health training workshop provided by the state.

The Bergen County Health Services presented a program on chronic health issues. Over 66 people attended the series.

b. Gifts and Letters of Appreciation

Ms. Castanteen said ICAL sent a thank letter to Barb Schuit and Sharon Castanteen received a nice thank you letter from Joan Fedus.

Ms. Castanteen received a letter stating that the library will receive a \$10,000 bequest.

12. Old Business

Mr. Marseglia asked about the ordinance banning overnight parking.

Ms. Castanteen said she wasn't sure if it is necessary to prohibit overnight parking because the cars in the lot were not the only reasons the snow wasn't plowed.

Ms. Kirsch said the library lot should not be an option for residence parking. If an accident occurred because of someone parking in the lot the library and the city could be liable.

The Board will ask Mayor Labrosse about changing the ordinance to "24 hour staff parking."

Mr. Marseglia reported that he is reviewing the City's Health Benefits which have several different tiers. He is trying to determine which benefits apply to the library employees.

13. New Business

Ms. Castanteen reminded the Trustees about returning the disclosure forms to the City Clerk.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at 5:18 p.m.



Respectfully submitted

Cynthia L. C. Ortiz  
Secretary