

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, May 12, 2015. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Ex-Officio

Councilman Jason Some

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 April 14, 2015 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the April 14, 2015 Minutes were approved with corrections.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April 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 April 30, 2015		\$ 372,614.65
Capital Account:		
Income:	April 2015	\$ 4.28
Disbursements	April 2015	\$ 0.00
Cash balance as of April 30, 2015		\$ 69,750.44
Donation Account:		
Income:	April 2015	\$ .72
Disbursements:	April 2015	\$ 0.00
Cash balance as of April 30, 2015		\$ 11,793.71
Librarians' Special Account		
Income:	April 2015	\$ 181.04
Disbursements:	April 2015	\$ 82.00
Cash balance as of April 30, 2015		\$ 17,771.98

Paver Account

Income:	April 2015	\$	.13
Disbursements:	April 2015	\$	0.00
Cash balance as of April 30, 2015		\$	2,106.74

On motion of Ms. Ortiz, seconded by Ms. Coles, the report was accepted.

Ms. Kirsch said that Ms. Castanteen has contacted the City regarding the bills for the library health and building insurance as well as the library's share of the pension, but the bills have not been received.

Mr. Marseglia said that once the bills are paid the balance will be much less.

Councilman Some asked if the figures were roughly the same each time.

Ms. Castanteen said it depends on the staff's individual benefits.

Ms. Kirsch said the cost of insurance has a large impact on the budget and we need a quarterly bill soon so we can adjust our spending accordingly.

b. Bills: Ms. Castanteen

May 2015 Budgetary Account Bills	\$162,546.99
May 2015 Capital Account Bill	23,625.00
May 2015 Librarian's Special Acct. Bills	159.95

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

6. Budget and Finance Committee: Ms. Kirsch

a. Capital Account: Van postponed until August 2015

Ms. Kirsch reported that the van will not be available until August – if our current van dies before this, a van will be rented until the new one is received.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said the Director's Report includes information about various maintenance issues.

Ms. Kirsch said the leak in the basement was not solved with the additional dirt put along the foundation. A mason will be contacted to check for leaks coming through the walls.

The Pavers seem to be settling. If they are still a problem we will contact either the landscaper or a mason to correct the situation.

Cablevision wants to install a hot spot on the roof of the building facing the parking lot. This will be done at no cost to the library, but we want to be sure that the wi-fi will work for the businesses on Main Street. We are still talking to them about liability concerns.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the April - May flyers to the Trustees. Information on the summer programs will be coming soon.

The Junior Department has scheduled programs for May including "Mother Goose Time" Wednesdays and Saturdays; "Preschool Story Hour" Wednesdays and Saturdays; "Tech Time" Monday May 11<sup>th</sup>; "Reading with Rodney" on Friday May 15<sup>th</sup>; "Chess Club" Monday May 18<sup>th</sup>; "Video Games" Wednesdays; "Lego Day" on Monday May 4<sup>th</sup> and Thursday May 28<sup>th</sup>; "Arts and Crafts" Thursday May 14<sup>th</sup> – "Monkey Business". 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. And pre-registration is required. A "May Murder Mystery" is scheduled for Thursday May 21<sup>st</sup> for children in the fourth, fifth or sixth grade. Pre-registration is required.

Ms. Ortiz reported the first “Open Mic Night” will be on Thursday May 28<sup>th</sup> at 7:00 p.m.

The library scheduled adult programs for May including: a “Monday Morning Concert” by the Juma Trio on Monday May 4; “U.S. Citizenship Information Session” on Thursday May 7; “What you need to know NOW about Powers of Attorney, & Living Wills” Wednesday May 13; “Creating a Healthy Home” Thursday May 14; “Small Business Lunch and Learn”; Tuesday May 19<sup>th</sup>, “I’m 55 + What do I do now?” Wednesday May 27; The Consulate of Colombia will be in the library on Thursday May 7 and Friday May 8 to help process certain Colombian documents; “Unbroken” will be shown on Thursday May 14; Teen Tuesdays are scheduled for May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>. The events are free and open to students in grades 7 through 12. Laptops are available for the first ten participants.

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.

Free audiobook players are available to qualified patrons.

9. Librarian’s Report: Ms. Castanteen

a. Program Highlights

Ms. Castanteen said there has been a very wide variety of programs, something for everyone.

The “Build Your Own Rain Barrel Workshop” was very successful, over 30 people attended and learned how to make their own rain barrel.

The “Songwriting Workshop” was well received, and one patron even wrote a song.

Cathy Folk-Pushee, Special Adult Services Librarian, heard from a Hackensack resident who had asked for help with her resume, that she had gotten a job.

Ms. Folk-Pushee was asked back by the Hispanic Institute for Research and Development to lecture on finding and using resources to develop a business plan.

b. Trustee Education

Ms. Castanteen reported that between Ms. Izzo and Ms. Ortiz they have exceeded the state requirement for Trustee Education for this year.

c. Gifts and Letters of Appreciation

Ms. Castanteen reported that Harriet Bossel donated \$50 for a memorial gift.

ICAL emailed a message of appreciation for all the library does.

10. Personnel Committee: Mr. Marseglia

a. Personnel Actions

Mr. Marseglia reported that Victor Estrellado, Senior Clerk typist, will retire as of October 1, 2015.

Gladys Cepeda was hired April 30<sup>th</sup> as a Bi-lingual Library Assistant to complete the staffing in the Junior Department.

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

b. Union Negotiations

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board moved into Close Session at 4:30 p.m. pursuant to the provisions of the Open Public Meeting Act. The Board discussions will be made public at the earliest possible date.

On motion of Cynthia Ortiz, seconded by Laura Kirsch, the Board went back into Open session at 5:00 p.m.

On motion of Mr. Marseglia, seconded by Laura Kirsch, a 2.5% increase or \$1,000, whichever is greater was approved for union and non-union-part-time workers and a 2% increase or \$1,250, whichever is greater, was approved for the administrative unit.

The Director's salary was still in negotiation at this time, to be finalized after discussion with Director.

11. Old Business

No report

12. New Business

The Board asked that paver brochures be displayed at our programs.

Councilman Some discussed marketing efforts and suggested using FDU interns or Bergen Academies' students to help with our social media and website.

Councilman Some also recommended outreach to the Housing Center to assist them with resumes and job search.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:30 p.m.

Respectfully submitted

Cynthia L. C. Ortiz  
Secretary