

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 8, 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. Cindi Ortiz
Ms. Kristi Izzo
Ms. Robin Coles
Ms. Sonia Recarte

Also Present

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

Not Present

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 June 9, 2015 Board Meeting

Ms. Izzo said on page 7 under Old Business paragraph 2 should read "Ms. Izzo indicated she would provide the contact information to Ms. Castanteen."

On motion of Ms. Izzo, seconded by Ms. Kirsch, the minutes of the June 9, 2015 meeting were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
June 2015	\$242,211.91	\$ 1,645,990.09
Disbursements:		
	\$161,096.09	<u>\$1,006,003.82</u>
Cash balance as of June 30, 2015		\$ 639,986.27

Capital Account:

Income:		
June 2015		\$ 4.74
Disbursements:		
		<u>.00</u>
Cash balance as of June 30, 2015		\$69,764.51

Donation Account:

Income		
June 2015		\$.80
Disbursements:		
		<u>.00</u>
Cash balance: June 30, 2015		\$11,846.09

Librarian's Special Account

Income:		
June 2015		\$ 279.16
Disbursements:		
		<u>94.00</u>
Cash balance: June 30, 2015		\$17,609.61

Paver Account:

Income:		
June 2015	\$.14
Disbursements:		
		<u>.00</u>
Cash balance as of June 30, 2015	\$	2,107.16

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the June 30, 2015 reports were accepted.

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
July 2015	\$243,017.94	\$ 1,889,008.03
Disbursements:		
	\$217,881.24	<u>\$1,223,885.06</u>
Cash balance as of July 31, 2015		\$ 665,122.97

Ms. Kirsch said the high balance reflects the fact that the City vouchers for the library's insurance and health costs have just been received.

Capital Account:		
Income:		
July 2015		\$ 4.59
Disbursements:		
		<u>.00</u>
Cash balance as of July 31, 2015		\$69,769.10

Donation Account:		
Income		
July 2015		\$.78
Disbursements:		
		<u>.00</u>
Cash balance: July 31, 2015		\$11,846.87

Librarian's Special Account		
Income:		
July 2015		\$ 639.56
Disbursements:		
		<u>0.00</u>
Cash balance: July 31, 2015		\$18,249.17

Paver Account:		
Income:		
July 2015		\$ 101.14
Disbursements:		
		<u>39.00</u>
Cash balance as of July 31, 2015		\$ 2,169.30

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the July 31, 2015 reports were accepted.

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
August 2015	\$242,339.31	\$2,131,347.34
Disbursements:	\$154,384.05	<u>\$1,378,890.61</u>
Cash balance as of August 31, 2015		\$ 752,456.73
Capital Account:		
Income:	August 2015	\$ 4.74
Disbursements:		<u>.00</u>
Cash balance as of August 31, 2015		\$69,773.84
Donation Account:		
Income	August 2015	\$ 50.80
Disbursements:		<u>.00</u>
Cash balance: August 31, 2015		\$11,897.67
Librarian's Special Account		
Income:	August 2015	\$ 366.21
Disbursements:		<u>154.34</u>
Cash balance: August 31, 2015		\$18,461.04
Paver Account:		
Income:	August 2015	\$.15
Disbursements:		<u>.00</u>
Cash balance as of August 31, 2015		\$ 2,169.45

On motion of Ms. Kirsch, seconded by Ms. Izzo, the August 31, 2015 reports were accepted.

b. Bills: Ms. Castanteen

July 2015 Budgetary Account Bills	\$170,490.37
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July 2015 Paver Account Bill	39.00
August 2015 Budgetary Account Bills	\$216,503.02
August 2015 Librarian's Special Acct. Bills	154.34
September 2015 budgetary Acct. Bills	\$151,276.41
September Librarian's Special Acct. Bill	32.00

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the July, August and September 2015 bills were approved.

Mr. Marseglia asked about the City vouchers for the health insurance and building insurances.

Ms. Kirsch said they have been received.

6. Budget and Finance Committee: Ms. Kirsch

a. 2015 Budget

After a discussion and on motion of Ms. Kirsch, seconded by Mr. Marseglia, the interim budget approved at the May 12, 2015 Board Meeting was voided, and the original budget presented to the City was reinstated.

Ms. Kirsch said she had prepared a "Transfer Calculation Form" for 2015 which shows \$127,608 to be transferred to our "Capital Improvement Fund" leaving a balance of \$0.00 excess funds to be transferred to the City.

JOHNSON PUBLIC LIBRARY
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 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 \$127,608 into the Capital Improvement Fund held with NJ Cash Management.

Moved by: Laura Kirsch

Seconded by: Robin Coles

Date: September 8, 2015 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	Abstain	
Sonia Recarte	Abstain	
Robin Coles	X	
Mayor John Labrosse or Mayor's Alternate: Jason Some	Absent	
Superintendent Karen Lewis	Absent	

I hereby certify on this 8th day of September, 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 September 8th, 2015.

Cynthia L. C. Ortiz

Cynthia Ortiz, Secretary

Ms. Kirsch said that the city vouchers for library health insurance, building insurance and pension have been received.

Ms. Castanteen said that the vouchers are for the first two quarters of the year.

A new item listed on the bill designated as Stop/Loss deals with costs overruns, because the City is self-insured.

Mr. Marseglia asked how much the total was.

Ms. Castanteen said about \$300,000 which is about the amount that had been budgeted for half of the year.

Mr. Marseglia said it will be difficult to budget an amount since the Stop/Loss will change each year.

Ms. Kirsch said that it would be best to watch the costs for a year or two to get a more accurate picture of what this will mean to the overall budget.

Ms. Izzo suggested discussing this situation with other BCCLS Directors to see how they handle insurance costs.

Ms. Kirsch said it might be effective if the libraries were to investigate being insured as a group.

Ms. Castanteen said that would not work as each library has a different financial arrangement with the municipal government.

Ms. Kirsch distributed copies of the 2014 audit to the Trustees and asked that they would look at page 19. The audit is the highest degree of review and no comments or recommendations is good for the library.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board acknowledged receipt of the 2014 audit.

Ms. Castanteen will send a copy of the audit and the transfer form to the City's CFO.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the leak in the basement has been repaired.

We are waiting for quotes for new tiles and a mat in the Moore Street entrance.

The landscaper has not leveled the pavers yet and one more paver is ready to be installed.

There was a power outage which made it necessary to re-set various systems. Ms. Kirsch indicated that it may be necessary to increase the surge protection we have for the library.

8. Community Affairs: Ms. Ortiz:

Ms. Ortiz distributed the brochures to the Trustees.

“Open Mic Night” is scheduled for Thursday, September 24.

Other adult programs for September include: “What You Need to Know Now About Debt Collection Defense” Thursday September 10; “Join Our Coloring Club” Tuesdays September 15, 29 and October 13, and 27; “I’m 55+ What Do I Do Now??” Wednesday September 16; “savvy Social Security Planning” Wednesday September 16; “Cinema & Television-The New Jersey Connection” Thursday September 17; “Raising Financially Responsible Children & Young Adults” Tuesday September 22; “Veteran’s Benefits Information” Friday September 25; “Creating with Clay” Monday September 28; “Book Sale!” Saturday October 3; Thursday night movie September 10 “Labor Day” at 6:30 p.; Thursday September 10 movie matinee “Tootsie” at 2:00 p.m.; “Inspect your Gadget!” Thursday mornings; “Young Adult Books for Adults Book Club” Saturday September 19; “Book Discussion Group” Saturday September 19; “Just the Facts: A non-fiction-only Book Club: Saturday September 26.

The gallery has “One Man’s Art” presented by John Matos. The cases have “Hope & Safety – baring Our Soles” Marta Levy, Art Coordinator.

Library patrons can sign up to receive upcoming library events by email.

Citizenship classes, English Conversation classes, computer and eBook assistance and individual online job searching are available at the library.

Movies, music and TV shows, e-audiobooks, and e-Books are available for free with a library card.

Ms. Ortiz reported that the Children's Department employees do not take vacations in the summer because of the many programs scheduled, so September events and classes are suspended so they can plan fall programs, do outreach to the schools and take vacations.

The staff will attend all the back-to-school nights and also visit the four elementary schools in Hackensack once a month.

9. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said that the programs this summer were very good.

Ms. Castanteen reported that the "Open Mic" program is very popular and has a steady group who attend the program. The program was held on the lawn in August and the local improv group "Howdy Stranger" hosted it.

Everyone enjoyed the program and Councilman Dave Sims, who attended, took the opportunity to invite everyone to check out the movies shown at the Atlantic Street Park.

Genesis Jais has started a new program called "Snapchat."

Ms. Flynn said that she enjoyed the "Art Class" program very much.

Ms. Castanteen reported that Kate Cannarozzi helped a Hackensack resident learn how to apply online for a job. She sent an online application, was called for an interview and got the job.

Mr. Marseglia noted the circulation numbers were down from last year.

Ms. Castanteen said that the fiction collection had been heavily weeded and sometimes the circulation can dip down at first because of the weeding.

Ms. Castanteen did note that the e-book circulation has increased.

Ms. Ortiz asked about the YA non-fiction circulation.

Ms. Castanteen said the YA numbers have increased.

b. Street Fair October 3

Ms. Castanteen said she has badges for the street fair and hopes this year it will be less stressful and more fun.

She thanked the Trustees for their help last year.

c. Gifts and Letters of Appreciation

Ms. Castanteen reported that a \$50 memorial gift was received.

Four email thank-yous were received for Barb Schuit.

The Police Department sent a thank you for the library's participation in their annual "Night Out" program.

The library has 878 page likes on "Facebook."

10. Personnel Committee: Mr. Marseglia

a. Personnel Actions

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board moved into Close Session at 4:54 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 Mr. Marseglia, seconded by Ms. Ortiz the Board returned to Open Session at 5:10 p.m.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the resignations of Craig Maiocchi as of July 31, 2015, Jeffrey Compesi as of July 7, 2015, and Viktor Villanueva as of June 26, 2015 were accepted.

On motion of Mr. Marseglia, seconded by Ms. Coles, the Board approved the hiring of Najee Anderson, Monitor/Security Guard, and effective July 15, 2015.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved a merit raise for Genesis Jais effective as of October 1, 2015 for an annual salary of \$50,000.

On motion of Ms. Ortiz, seconded by Ms. Izzo, the Board approved the promotion of Peter Lohrmann to Senior Maintenance Worker effective August 1, 2015 at an annual salary of \$51,674 .

On motion of Ms. Kirsch, seconded by Ms. Coles, Board approved the expansion of the position of part-time bilingual library assistant, currently held by Gladys Cepeda, to full-time bilingual library assistant in the Children’s Department effective October 1, 2015 at an annual salary of \$33,000

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the administrative and supervisor contracts as written as of September 9, 2015.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the institution of an “Opt-Out Policy” for health benefits similar to the one passed by a City resolution. .

b. Health Benefit Opt-Out Policy

A 310

9/8/2015

Johnson Public Library

Health Benefits Opt-Out Policy

Beginning September 8th, 2015, the employees of the Johnson Public Library have the opportunity to opt out of duplicate health benefits coverage in exchange for a disbursement pursuant to N.J.S.A. 40A:10-17.1. Any employee who chooses to participate in the opt out program must fulfill all lawful requirements of the program, including filling out and submitting all appropriate forms and must provide proof of duplicate health benefits before approval is given. The disbursement to be provided to any employee who chooses to participate in the opt out program shall not exceed twenty-five per cent of the premium savings, with a maximum annual opt out amount of \$5,000.00, whichever is less. Employees who participate in the opt-out program will be eligible for payment on a semi-annual basis.

11. Old Business

No report

12. New Business

No report

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 5:17 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary