

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, October 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. 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

Ex-Officio

Mayor John P. Labrosse, Jr.
Mr. Jason Some, Councilman

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 September 8, 2015 Board Meeting

On motion of Ms. Izzo, seconded by Ms. Ortiz, the minutes of the September 8, 2015 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>September 2015</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$243,215.52	\$2,374,562.86
Disbursements:	274,807.72	1,006,003.82
Cash balance as of September 30, 2015		\$ 720,864.53

Ms. Kirsch said the balance is high because the city vouchers for the 1st and 2nd quarters of medical and insurance coverages were received too late to be paid in September. We are waiting for the vouchers for the 3rd and 4th quarters.

Capital Account:

Income: \$ 4.74

Disbursements: 0.00

Cash balance as of September 30, 2015 \$69,778.58

Donation Account:

Income \$.80

Disbursements: 0.00

Cash balance: September 30, 2015 \$11,898.48

Librarian's Special Account:

Income: \$ 86.26

Disbursements: 30.00

Cash balance: September 30, 2015 \$18,517.30

Paver Account:

Income: \$.15

Disbursements: 0.00

Cash balance as of September 30, 2015 \$ 2,169.60

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

b. Bills: Ms. Castanteen

October 2015 Budgetary Account Bills \$490,634.64

October 2015 Capital Account Bill 23,625.00

October 2015 Librarian's Special Account Bills 59.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. Resolution for Terminal Leave

Ms. Kirsch read the "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 Victor Estrellado in accordance with the union contract of \$70 per unused sick day.

NOW, THEREFORE, BE IT RESOLVED that the Johnson Public Library Board of Trustees, authorizes a payment to Victor Estrellado in the amount not exceeding \$13,341 in 2015.

Moved by: Laura Kirsch

Seconded by: Robin Coles

Date: October 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	X	
Mayor John Labrosse	X	
Superintendent Karen Lewis	absent	

I hereby certify on this 13th Day of October 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 October 13, 2015.

Cynthia L. C. Ortiz
Secretary

b. 2016 Budget Request

Ms. Kirsch reviewed the draft of the proposed 2016 Operating Budget of \$3,218,943 with a municipal appropriation of \$2,900,000. Ms. Kirsch stated the proposed appropriation is less than requested in 2015 and less than the library received from the City in 2013.

The library has included funds which will be appropriated from our reserve to help pay for additional staffing, increases in wages and salaries, purchasing additional books (BCCLS mandates a certain level of spending,) much needed repairs and replacements that can no longer be postponed, technical upgrades and computer equipment, and security personnel which is necessary for the safety of the patrons and staff. Looking to attract a younger group the library has greatly increased the scope and level of programming. One item under consideration - lunch time concerts in the library courtyard.

Mr. Marseglia said the appropriation from the reserve is needed, when the City number comes in the budget can be reviewed.

Ms. Kirsch said keeping money in the Reserve Account at NJ Cash Management is prudent.

Ms. Izzo asked what is included in the Insurance line under Other Operating Expenses.

Ms. Castanteen said building insurance, liability, and worker's compensation.

Ms. Kirsch explained the "Stop Loss" clause of the medical insurance caps the library responsibility at \$60,000 per person after that the insurance company is responsible.

Mayor Labrosse asked if the library was aware that the City had instituted an "Opt-Out Policy" for the dependents on City insurance who had coverage from another source.

Ms. Kirsch said that the library had passed an "Opt-Out" Policy at the September Board Meeting.

On motion of Ms. Ortiz, seconded by Ms. Coles, the Board approved the proposed 2016 Operating Budget.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that a new Building Maintenance Worker has been hired.

We have received the new van.

Ms. Kirsch said we are still trying to get a quote from Brother's for the carpeting. She will contact them.

We are in the processing of getting quotes to clean the large windows on Moore Street.

The maintenance crew will paint and make some improvements in the Children's Department bathroom.

Gum removal from the Courtyard is a problem, it's time consuming to have the maintenance men do the removal and expensive to contract the job out.

Ms. Kirsch said she will setup a meeting of the Building and Grounds Committee in early November to discuss future projects.

8. Community Affairs: Ms. Ortiz:

Ms. Ortiz distributed the Adult and Children's flyers to the Trustees.

Junior Department programs for October include "Mother Goose Time" Wednesday and Saturdays; "Preschool Story Hour" Wednesdays and Saturdays; "Tech Time" Thursday; "Reading With Rodney" Monday October 19; "Video Games" Wednesdays; "Lego Day" Monday October 5; "Arts and Crafts – Grapevine Wreaths" Thursday October 15, pre-registration required and a movie every Saturday at 2:00 p.m.

Programs for the Adult Department in October include: "Monday Morning Music!" Monday October 5; "Shapely and Fit" on Tuesday October 6 and 13; "Mike Kelly, Award-winning Journalist & Author" Tuesday October 6; "Medicare P's and Q's – Parts, Plans, & Your Questions" Thursday October 8 and 15; "Coloring Club!" Tuesday October 13 and 27; "Financial Wisdom for Women in Transition" Tuesday October 13; "Open Mic Night!" Thursday October 29; "I'm 55+What Do I Do Now? Explore ReServe!" Wednesday October 14; "Veterans' Benefits Information" Friday October 30; "Celebrate Hispanic Heritage at JPL!" Saturday October 17 - "Ven y Celebra La Herencia Hispana en JPL!" Sabado Octubre 17 de.

Teen Tuesday events will be held on October 6, 13, 20 and 27. The movie "Avengers: Age of Ultron" will be shown on October 20th.

Thursday movies scheduled for October are “The Nightmare before Christmas” on Thursday October 8th and “Frankenstein” at the movie matinee on October 15.

Book groups for October are “Young Adult Books for Adults Book Club” on Saturday October 10; “Book Discussion Group” on Saturday October 17; and “Just the Facts: A Non-fiction-only Book Club” on Saturday October 24.

The Gallery features “One Man’s Art” presented by John Matos

The Cases feature a display entitled “Hope & Safety – Baring Our Soles” Marta Levy, Art Coordinator.

Patrons can get information about upcoming library events by email. Ms. Ortiz distributed the brochures to the Trustees.

“Citizenship” and “English Conversation” classes are available at the library.

Individual assistance for online job searching, applications e-mail and Microsoft Office is available for Hackensack residents only.

Individual assistance and tutoring sessions for computers and eBooks are available to Hackensack resident only.

9. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said there were a few great programs in September, the adult “Coloring Club” is very popular and well attended; “Savvy Social Security Planning” highly attended and very informative; “Creating with Clay” another program popular with patrons; and “Debt Collection Defense” a very informative program.

b. BCCLS Calendar

Ms. Castanteen asked the Board to approve a 1:00 p.m. closing on Thursday December 31, 2015.

The Board agreed to close.

c. Trustee Education

Ms. Castanteen reported that the BCCLS Advocacy Committee has scheduled a program “Essentials of Library Law” on Thursday November 19, 2015.

d. Gifts and Letters of Appreciation

Ms. Castanteen said she has received many enthusiastic emails from the people who perform in the “Open Mic” program.

10. Personnel Committee: Mr. Marseglia

a. Personnel Actions

Mr. Marseglia asked the Board to approve the following personnel actions:

Victor Estrellado, Library Associate, retirement as of October 31, 2015

Elizabet Paredes, Bilingual Library Associate, hired 10/05/2015 at an annual salary of \$40,000

Joseph Bounassi, hired 10/01/2015, Building Maintenance Worker, at an annual salary of \$40,000

Michelle Acosta, Bilingual Library Associate, a \$1,500 Merit increase for an annual salary of \$38, 890

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

11. Old Business

Ms. Kirsch said the street fair was not as crowded as last year, but the people who came really enjoyed the library programs, especially the children.

12. New Business

Mr. Marseglia said there will be a meeting at the end of the month to talk about the union contract and salaries.

13. Adjournment

On motion of Ms. Kirsch, seconded by Ms. Izzo, the meeting was adjourned at 4:41 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary