

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, November 10, 2015. The meeting was called to order at 4:04 p.m.

1. Roll Call

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

Also Present

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

Ex-Officio

Mayor John P. Labrosse, Jr.

Not Present

Ms. Kristi Izzo  
Ms. Sonia Recarte  
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 October 13, 2015 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Coles, the minutes of the October 13, 2015 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>October 2015</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$264,599.33	\$2,639,162.19
Disbursements:	505,669.70	<u>2,159,368.03</u>
Cash balance as of October 31, 2015		\$ 479,794.16
Capital Account:		
Income:		\$ 4.59
Disbursements:		<u>23,625.00</u>
- Cash balance as of October 31, 2015		\$ 46,158.17
Donation Account:		
Income		\$ 10,025.78
Disbursements:		<u>0.00</u>
Cash balance as of October 31, 2015		\$ 21,914.26
Librarian's Special Account:		
Income:		\$ 71.22
Disbursements:		<u>87.00</u>
Cash balance: October 31, 2015		\$ 18,501.52
Paver Account:		
Income:		\$ 1,250.14
Disbursements:		<u>0.00</u>
Cash balance as of October 31, 2015		\$ 3,419.74

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

b. Bills: Ms. Castanteen

November 2015 Budgetary Account Bills	\$ 245,361.42
November 2015 Librarian's Special Account Bills	72.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said there will be a budget meeting on November 24<sup>th</sup> with Jim Mangin, the City's Chief Financial Officer.

Ms. Kirsch will have a report for the Board at the December 8<sup>th</sup> meeting.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said she spoke with Brothers Carpeting about the rear lobby, they suggest black tread flooring. Ms. Kirsch said we are probably going to follow their recommendation.

a. Cleaning World Contract

An employee of Cleaning World cooking in the staff room set off the fire alarm last week. The alarm had to be reset. Any charges arising from the incident will be charged back to Cleaning World.

The Cleaning World Contract is up at the end of the year. The best way to proceed may be to hire a night time custodian, who can clean and make small repairs if necessary.

Ms. Kirsch said that Ms. Castanteen will investigate if it will be possible to continue with Cleaning World on a month to month contract.

Ms. Castanteen will contact The City's Qualified Purchasing Agent to see if a month to month arrangement is in compliance with Public Contract Law.

8. Community Affairs: Ms. Ortiz:

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

The Children's Department programs for November include "Mother Goose Time" Wednesdays and Saturdays; "Preschool Story Hour" Wednesdays and Saturdays; "Tech Time" Thursday November 12<sup>th</sup>; "Reading With Rodney" Monday November 16<sup>th</sup>; "Video Games" Wednesdays for grades four through six; "Lego Day" Monday November 9<sup>th</sup>; "Arts & Crafts – Dia De Los Muertos Sugar Skulls" Monday November 2<sup>nd</sup> and movies every Saturday at 2:00 p.m.

Adult programs for November include: "Open Mic Night" Thursday, November 19; the movie "Inside Out" Thursday night November 12<sup>th</sup> at 6:30 p.m.; a movie matinee "West Side Story" at 2:00 p.m. on November 19<sup>th</sup>; November 2<sup>nd</sup> "Monday Morning Music"; "Meet George Washington" November 3<sup>rd</sup>; "Ancient Egypt" November 5<sup>th</sup>; "Affordable Care Act Enrollment-Get Covered!" November 10<sup>th</sup>; "Protect Yourself from Scams!" November 10<sup>th</sup>; "Living Life in the F.A.S.T. Lane? (Frustrated, Anxious, Stressed, Tired)" November 11; "I'm 55+ - What do I do now?" November 18<sup>th</sup>; "Spanish language Resume Review" November 18<sup>th</sup> and "Inspect Your Gadget!" Thursday mornings.

Every Tuesday after school in November "Teen Tuesday" will have free events for students in grades 7 through 12.

Book clubs scheduled for November are - "Young Adult Books for Adults Book Club" November 7<sup>th</sup>; "Book Discussion Group" November 14<sup>th</sup>; "Just the Facts: A Non-fiction-Only Book Club" November 21<sup>st</sup>.

The Gallery and Display Cases have an exhibit entitled "Art is an Open Mind" by the Hackensack Art Club, coordinator John Matos.

Library patrons can receive news of upcoming library events by email.

The library provides "Citizenship Classes"; "Computer Instruction & eBook Assistance"; "English Conversation Classes" and individual assistance for online job searching, preparing job applications and email, for interested patrons.

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

9. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said that the “Hispanic Heritage Celebration” had 45 people in attendance. Ms. Acosta collected food from some of the Main Street businesses for the program which was very well received.

“Medicare P’s and Q’s” was a great program. There were about 45 people at the two sessions. The presenter, David Tirpak, did a great job with very simple explanations of Medicare parts A; B and C.

Cathy Folk-Pushee and Kathy Cannarozzi are working with Hackensack residents who need help in how to apply for a job.

b. Gifts and Letters of Appreciation

Ms. Castanteen received a letter, thanking the staff for their help, from a woman who wrote the book “A Girl Waits with a Gun” about a long ago mystery set in Hackensack.

Ms. Castanteen reported a bequest was received from the estate of Leonard R. Stern for \$10,000 and \$25 was received from David Ollearo.

Both were deposited in the library’s Donation Account.

10. Personnel Committee: Mr. Marseglia

a. Personnel Actions

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

the resignation of Nuranisa Tjiparto, Library Assistant, as of November 12<sup>th</sup>, the promotion of Ashley Winchowski, Monitor, to part time Bilingual Library Assistant at \$15 per hour to replace Nuranisa Tjiparto as of November 12<sup>th</sup>. On motion of Mr. Marseglia, seconded by Ms. Kirsch the personnel actions were approved.

Mr. Marseglia proposed merit increases of \$1,500 as of December 1<sup>st</sup> for Kathryn Cannarozzi, Reference Librarian and Cathy Folk-Pushee, Librarian .

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

Mr. Marseglia asked the Board to approve the “Memo of Agreement” which is an addendum to the Union Contract for 2015 – 2016. 19 union members will receive \$1,000 or 2.50% whichever is greater.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved the increases for the union members.

Four non-union professional staff employees will receive 2.50%.

On motion of Mr. Marseglia, seconded by Ms. Coles, the Board approved the increases for the non-union professional employees.

11. Old Business

No report

12. New Business

No report

13. Adjournment

On motion of Ms. Coles, seconded by Ms. Ortiz, the meeting was adjourned at 4:28 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz  
Secretary