

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, February 9, 2016. 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. Robin Coles
Ms. Kristi Izzo
Ms. Sonia Recarte

Ex-Officio

Mayor John P. Labrosse, Jr.

Also Present

Ms. Sharon Castanteen, Director
Ms. Barbara Schuit, Assistant Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Marie Coughlin, Executive Director BCCLS

Not Present

Ms. Cindi Ortiz
Ms. Karen Lewis, Supt. of Schools

2. Welcome to BCCLS Executive Director: Marie Coughlin

Ms. Flynn welcomed Ms. Coughlin and introduced her to the Trustees.

Ms. Coughlin gave a brief synopsis of her background and spoke of her vision for the future of BCCLS.

The Trustees expressed their support of BCCLS and their willingness to work closely with Ms. Coughlin to provided more and better services to the community.

3. 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

4. Approval of the Minutes of the January 12, 2016 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the January 12, 2016 meeting were approved.

5. Public Comment

No report

6. 2016 Trustee Appointment Announcement: Ms. Flynn

Ms. Flynn

- a. Oath of Office for 2016 Trustee: Ms. Flynn

7. Treasurer's Report: Ms. Kirsch

- a. Report: Ms. Kirsch

	<u>January 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$502,066.11	\$502,066.11
Disbursements:	\$160,618.07	\$160,618.07
	Cash balance as of January 31, 2016	\$341,448.04

Capital Account:		
Income:		\$ 3.14
Disbursements:		<u>0.00</u>
-	Cash balance as January 31, 2016	\$ 46,168.78

Donation Account:		
Income		\$ 101.50
Disbursements:		<u>0.00</u>
	Cash balance as of January 31, 2016	\$ 22,518.07

Librarian's Special Account:		
Income:		\$ 195.27
Disbursements:		<u>60.00</u>
	Cash balance: January 31, 2016	\$ 18,865.27

Paver Account:		
Income:		\$.32
Disbursements:		<u>444.00</u>
	Cash balance as of January 31, 2016	\$ 4,426.51

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

b. Bills: Ms. Castanteen

February 2016 Budgetary Account Bills	\$198,041.80
February 2016 Librarian's Special Account Bills	159.95

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

8. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that there still has not been a meeting with the City to discuss the 2016 budget.

a. 2016 QPA Resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent is the qualified purchasing agent that January administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2016 for the Johnson Public Library.

Moved by: Laura Kirsch

Seconded by: Mr. Marseglia

Date: February 9, 2016 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	Absent	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Mayor John Labrosse	X	
Superintendent Karen Lewis	Absent	

I hereby certify on this 9th day of February, 2016 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 February 9, 2016. Laura Kirsch

Laura Kirsch, Treasurer

b. 2016 Auditor Resolution

**A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO
CUVA, P.A.**

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva, P.A. were found to have high recommendations,

WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkocz, Cerullo & Cuva, P.A be appointed as auditors for the Library for 2016.

Moved by: Ms. Kirsch

Seconded by: Mr. Marseglia

Date: February 9, 2016	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	Absent	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Mayor John Labrosse	Abstain	
Superintendent Karen Lewis	Absent	

I hereby certify on this 9th day of February, 2016 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 February 9, 2016.

Laura Kirsch
Laura Kirsch, Treasurer

9. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the Moore Street landing in front of the Junior Room will be finished in the same black tile used on the lower landing and stairs.

Ms. Kirsch said Brothers Carpet will be contacted about replacing the flooring in the Junior Room.

The Director's Report has a list of projects that have been completed.

10. Community affairs: Ms. Castanteen

Ms. Castanteen distributed the brochures to the Trustees.

In February the Children's Department has scheduled: "Preschool Storyhour"; "Tech Time"; "Reading With Rodney" ; "Video Games"; "Lego"; "Gone Fishing"; and the "Chess Club."

"Blind Date with a Book!" the program runs from February 1st through February 13th; Thursday February 4th the movie "Minions" was shown at 6:30 p.m.; "Adult Coloring Club!" Tuesdays February 9th and 23rd; "I, 55+-what do I do now!!" Wednesday February 17th; "Bankruptcy-Who, What, Why and How" Wednesday February 17th; "Love Framed in Black and White" Thursday February 18th; "David Bowie Tribute" Thursday February 18th; "Open Mic Night" Thursday February 25th; "Veterans' Benefits Information" Friday February 26th; and "Inspect Your Gadget!" Thursday mornings.

Teen Tuesdays February 2nd, 9th, 16th and 23rd will have fun events for all students in grades 7 through 12.

Book groups for February include "Young Adult Books for Adults Book Club" Saturday February 6th; "Book Discussion Group" Saturday February 20th; and "Just the Facts: A Non-fiction-only Book Club" Saturday February 27th.

The presentation in the Gallery and Display Cases is "Beautiful Dolls" courtesy of Michelle Rice.

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.

The library will be closed for Presidents’ Day Monday February 15th.

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen reported the “Open Mic” with Yahaya Kamate was well received. In addition to several other comedians and singers, some young people sang a karaoke version of Beyonce’s “Listen.”

The “Coloring Club” is a big hit with over 31 people who attended the program.

Hackensack resident, John Sullivan met with Sharon Castanteen to discuss the forming of a Friends of the Library.

b. Gifts and Letters of Appreciation

Michelle Acosta received some thank you emails for doing a tax program in Spanish.

Donations were received from Carolyn and Ron Sheer and Valerie Clark. The donations were deposited in the Donation Account.

12. Personnel Committee: Mr. Marseglia

a. Resignation-Retirement of Employee

Mr. Marseglia reported that Isaac Annan will resign/retire effective August 31, 2016.

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

Ms. Castanteen provided the Trustees with an organizational chart.

Ms. Castanteen said she is envisioning re-structuring in some areas. New personnel will be hired one full time and one part time with someone who could work on Public Relations for the library.

Attention will be paid to the Children's and Periodicals departments.

b. Longevity

Ms. Castanteen reported that the library's lawyer said since Keri Adams never ceased her employment, she is entitled to receive longevity.

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Mr. Marseglia, seconded by Ms. Izzo, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Sharon Castanteen
Assistant Secretary

