

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, April 12, 2016. The meeting was called to order at 4:00 p.m.

1. Roll Call

Mr. Anthony Marseglia, Presiding
Laura S. Kirsch, Esq.
Ms. Cindi Ortiz
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

Not Present

Ms. Linda Flynn
Ms. Robin Coles
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 March 8, 2016 Board Meeting

Mr. Marseglia said that the comments from the Closed Session should be on a separate page.

On motion of Ms. Izzo, seconded by Ms. Ortiz, the March 8, 2016 Board Minutes were approved as amended.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>March 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$244,325.21	\$989,271.55
Disbursements:	\$216,530.45	\$560,500.17
Cash balance as March 31, 2016		\$428,771.38
Capital Account:		
Income:		\$ 7.32
Disbursements:		<u>0.00</u>
Cash balance as March 31, 2016		\$ 46,179.99
Donation Account:		
Income		\$ 3.57
Disbursements:		<u>0.00</u>
Cash balance as March 31, 2016		\$ 22,578.53
Librarian's Special Account:		
Income:		\$ 182.99
Disbursements:		<u>65.00</u>
Cash balance as March 31, 2016		\$ 18,904.90
Paver Account:		
Income:		\$.70
Disbursements:		<u>00.00</u>

Cash balance as March 31, 2016 \$ 4,527.61

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

Mr. Marseglia asked if the balance is high because bills for medical coverage have not been submitted by the City.

Ms. Kirsch said that's correct, we have requested the bills be submitted for payment on a monthly or quarterly basis.

b. Bills: Ms. Castanteen

Ms. Izzo asked why the April 2016 "List of Bills" had been revised.

Ms. Castanteen said that the bill for *Storage Systems* had been cancelled since it will not be necessary to remove the books to have the new carpeting installed in the Children's Department.

April 2016 Budgetary Account Bills	\$239,234.66
April 2016 Librarian's Special Account Bills	325.99

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said she is still waiting for the official figure for the City's 2016 appropriation. The figure proposed is more than last year's appropriation, but not what was requested.

Ms. Kirsch expressed the library's appreciation to the Mayor for the funding that has been given.

7. Building and Grounds: Ms. Kirsch

a. Carpeting in Children's Department

Ms. Kirsch distributed printouts of the options for the installation of the carpeting in the Children's Department.

Ms. Kirsch said that "Brother's Carpet and Flooring" has a state contract. They do excellent work at a very reasonable price. Now that the painting was been completed the carpeting can be installed.

Some shelving has been rearranged to create a more open look and if possible to provide space for additional computers.

The chairs in the room are of good quality and we plan to have them re-upholstered after the carpeting is installed.

Ms. Kirsch said that when the work on the Children's Room is finished, the cost for everything will be around \$30,000. The bills will be paid from the "Repair and Maintenance" category.

Ms. Kirsch said that Thyssenkrupp Elevator Company is working on the service elevator. It will be expensive to repair, but much less than if we were to replace it.

Ms. Kirsch said at the end of the year funds could be transferred from the Capital Account to cover the cost of the renovations and repairs if necessary. She said that we have other capital projects for which we will need the capital funds, for example, study rooms in basement, bathroom renovation, etc.

8. Personnel Committee: Mr. Marseglia

Mr. Marseglia said Sunil Mehta and Isaac Annan are retiring and some reorganization will be necessary.

He said that Manuela Miracle will replace Sunil as a Reference and Public Relations Librarian at an annual salary of \$59,000 as of July 2016. Ms. Miracle

has over 10 years of experience in a public library. As a public relations coordinator and as an adult services librarian.

As of April 21st Oscar Barrera, Hackensack resident, former military policeman and current Hackensack Class I officer, will cover security when Chris Melber and Najee Anderson go to the Police Academy. He will work from 18 to 24 hours per week at \$18 per hour.

Mr. Marseglia proposed a merit increase of \$3,000 for Michelle Acosta who has been given additional responsibilities of citizenship classes, increasing bilingual events and classes, and a 7 week parenting workshop, for an annual salary of \$42,890 as of May 1, 2016.

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

9. Strategic Planning Committee: Ms. Izzo

Ms. Izzo recommends hiring a consultant to evaluate and prepare for the strategic plan. Ms. Izzo said that the strategic plan would help us do an even better job of being an integral part of the community.

Mayor Labrosse described the importance of using a consultant.

Ms. Castanteen has spoken to other Library Directors and has names of consultants who could be interviewed.

Ms. Izzo said she will work with the new Librarian and would like to begin in September if possible or next February.

Ms. Izzo said the Trustees should review the present plan, which is online.

Ms. Izzo said she will keep the Board informed of the progress going forward.

10. Community affairs: Ms. Ortiz

Ms. Ortiz distributed the Junior and Adult Department brochures to the Trustees.

The Children's Department has scheduled for April: "Mother Goose Time" every Wednesday; "Preschool Story Hour" Wednesdays; "Bilingual Story Hour" every Thursday; "Special Needs Story Hour" on Saturday April 16th; "Reading With Rodney" April 8th; "Tech Time" April 7thth; and "Lego Day" every Monday; movies on Saturdays; "Video Games" on Wednesdays; and a special Arts and

Crafts program “The Way of Clay” on Thursday April 21st and Friday April 22nd; and there will be a “May Murder Mystery.”

A special “Family Reading Workshop Series” has been scheduled for Thursdays at 7:00p.m. on April 21st, 28th; May 5th, 12th, 19th, 26th and June 2nd. The workshop is for adult attendees only.

Teen Tuesdays are scheduled for April 5th; 19th, and 26th.

The book groups are combined this month: “Young Adult Books for Adults Book Club”; “Book Discussion Group”; “Just the Facts: A Non-fiction Only Book Club” and a new club “Lit/Fic Book Club” will meet on Saturday April 16th at 10:00 a.m. in the auditorium.

On Saturdays April 16th through June 4th from 10:00 to 11:00 a.m. an 8 week “Introduction to Guitar” class is being offered to children ages 8 to 18.

The library is offering “Fine Forgiveness” during “National Library Week” April 11th to 16th.

Adult programs for April include: “Monday Morning Music” April 4th “Free Books –From Your Library to Your Home” Wednesday April 6th; “Spring Book Sale!” Saturday April 9th; “Adult Coloring Club!” Tuesdays April 12th, and 26th; “Careful What You Wish For!” Tuesday April 12th; “Almost Maine” presented by the Hudson Shakespeare Company Tuesday April 16th; “Creating With Clay” Monday April 18th; “The Belle Tones” Tuesday April 19th; April 21st the library will show “Mad Max – Fury Road”; “Family Reading Workshop Series” April 21st and 28th; “Ready-Stage-Move” Wednesday April 27th; “small Business Lunch & Learn” Thursday April 28th; “Inspect Your Gadget!” Thursday mornings 11:00 to 12:00; “Open Mic Night” Thursday April 28th; “I’m 55+ - What do I do now? Explore ReServe!” Wednesday April 13th; “Veterans’ Benefits Information” Friday April 22nd.

Ms. Kirsch expressed the Board’s appreciation for all the work done by the staff.

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the “Build Your Own Rain Barrel Workshop” was very well attended. Staff from the Hackensack Riverkeeper organization helped 48 people build a rain barrel that they took home.

Michelle Acosta assisted a woman in applying to Hackensack Hospital and she got a job.

Cathy Folk-Pushee worked with a man to fine tune his resume. He has since been contacted for interviews.

b. Girl Scout Waiver Request

Ms. Castanteen said she received a request from a Girl Scout leader, who is very involved in Hackensack, to hold their weekly troop meetings in the library without paying the meeting room fee. She and the children are Hackensack residents.

The troop will supply the library with a certificate of liability insurance.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved waiving the meeting room fee.

c. 2016 Financial Disclosure Statements

Ms. Castanteen said the deadline for the 2016 Financial Disclosure Statements is April 30th.

Ms. Castanteen said filling in the forms can be done online very briefly and easily following step 3 and using the link and the pin number noted on the last page.

d. Gifts and Letters of Appreciation

Ms. Flynn purchased a memorial paver for \$100

An email was received from a patron who got a job and thanked the reference staff for their help with his online job application.

Ms. Kirsch stated her heartfelt thanks for the hard work of the staff and the rest of the Board also indicated their appreciation.

12. Old Business

No report

13. New Business

No report

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 4:47 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary