

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, May 10, 2016. 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

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. 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 April 12, 2016 Board Meeting

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the minutes of the April 12, 2016 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$127,977.60	\$1,117,249.15
Disbursements:	\$190,425.82	\$ 750,925.59
Cash balance as of April 30, 2016		\$ 366,323.16
Capital Account:		
Income:		\$ 7.82
Disbursements:		<u>0.00</u>
Cash balance as April 30, 2016		\$ 46,187.81
Donation Account:		
Income		\$ 3.82
Disbursements:		<u>0.00</u>
Cash balance as April 30, 2016		\$ 22,582.35
Librarian's Special Account:		
Income:		\$ 348.20
Disbursements:		<u>295.99</u>
Cash balance as April 30, 2016		\$ 18,957.11
Paver Account:		
Income:		\$.76
Disbursements:		<u>0.00</u>
Cash balance as of April 30, 2016		\$ 4,528.37

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

b. Bills: Ms. Castanteen

May 2016 Budgetary Account Bills	\$ 212,624.22
May 2016 Librarian's Special Acct. Bills	180.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that the 2016 City budget was passed.

The library appropriation for 2016 is \$2,826,248, a 2% increase of \$55,416. Ms. Kirsch said that, although this is less than the \$74,000 requested, the Board appreciates the support.

Mayor Labrosse said the council is doing all it can financially to show their support for the library.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said see Ms. Castanteen's report for updates on current projects.

One project that has to be addressed is the sound and projection system in the auditorium; it will need to be upgraded.

8. Personnel Committee: Mr. Marseglia

No report.

9. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said the Board received the "2009 Strategic Vision Plan" for review. She suggested reviewing it online as it is 47 pages long. Ms. Izzo also shared an outline for procedures for creating a new Strategic Plan.

She said the committee is in the process of looking for consultants. There are two possible candidates, one works locally and has been used by local libraries, the other works more nationally.

Mr. Alan Berger and his wife work locally and have a company; “Library Development Solutions” the website is “librarydevelopment.com”. They have worked with Mr. Iovino.

Ms. Kirsch asked if the Board would like to interview the candidates or should the committee do all the preliminary interviews and present their choice to the Board for approval.

The Board agreed that the committee should do the preliminary interviews with final approval from the Board.

Ms. Izzo said she hopes to begin by early 2017.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz said the Children’s Room programs scheduled for May include: “Mother Goose Time” Wednesdays at 11:15 am; “Preschool Story Hour” Wednesdays at 10:00 a.m.; “Bilingual Story Hour” Thursdays; “Special Needs Story Hour” Saturday May 28th; “Reading With Rodney” Friday May 6th; “Tech Time Makers Program” May 12th; “Lego Day” Mondays; “May Murder Mystery” Thursday May 26th; “Chess Club” Tuesdays and movies every Saturday at 2:00 p.m.

A “Family Reading Workshop Series” is scheduled for Thursday May 5th, 12th, 19th, and 26th.

Adult library programs for May include: “Monday Morning Music” May 2nd; “Frida Kahlo-Inspired Still Life Drawing” Wednesday May 4th; “Star Wars: The Force Awakens” Thursday May 5th; “Game of Thrones-Pub Trivia!” Tuesday May 10th; “Adult Coloring Club!” Tuesdays May 10th and 24th; “All About Twitter – How to Use it/Why You Should Use It” Wednesday May 11th; “Life Story Workshop: Then, Now and Forever” Thursday May 12th; “Sinatra & His Friends of the ‘50’s” Tuesday May 17th; “Inspect Your Gadget!” Thursdays 11:00 a.m. to 12:00; “I’m 55+ -What do I do now? Explore ReServe!” Wednesday May 18th; “Creating a Job – Specific Cover Letter” Tuesday May 24th; “Open Mic Night” Thursday May 26th; “Veterans’ Benefits Information” Friday May 27th.

“Teen Tuesdays” are scheduled for May 3rd, 10th, 17th and 24th. The programs are free and open to all students in grades 7 through 12.

Book groups scheduled for May include “Lit/Fic Book Club” Saturday May 7th; “Young Adult Books for Adults” Saturday May 14th; “Book Discussion” Saturday May 21st; and “Just the Facts: A Non-fiction-Only Book Club” Saturday May 7th.

Ms. Castanteen said “Twitter” has been cancelled due to an employee’s medical leave.

Ms. Kirsch said more care should be taken with any artwork used on the front of the brochures.

11. Librarian’s Report: Ms. Castanteen

a. Request to change lawyers

Ms. Castanteen said our current lawyer’s fees have increased substantially.

She recommends the Board retain Mr. Eric Steinberg a lawyer who provides legal representation for Tenafly, Ramsey, Glen Rock and Oakland libraries in areas such as arbitrations, mediations and various disciplinary matters.

He has the experience that the library will need and gives libraries “a good guy discount” of \$100 per hour.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved Ms. Castanteen’s recommendation.

b. Scrolling Display in Children’s Department

Ms. Castanteen asked if the Board had any objections to the Children’s Department posting pictures of the children participating in the library programs on the flat screen scrolling display.

After a discussion the Board suggested the pictures be posted and if necessary this could be revisited.

c. Program Highlights

Ms. Castanteen said the “Belle Tones” a great singing trio was the best cultural program of the month with over 50 people in attendance.

One individual instruction session highlight was described in which a Hackensack patron learned how to use social media and other methods of advertising for her business.

d. Gifts and Letters of Appreciation

Ms. Castanteen reported two thank you emails were received-one from Ms. Luna of ICAL for help the library has given their organization and the other from PMTGNJ for the assistance and cooperation they received.

12. Old Business

No report

13. New Business

Ms. Kirsch reported that “Upper Main” has a new name - “Main Street Business Alliance” and a Facebook page.

They are hosting a gala on Friday May 20th at the Cultural Arts Center beginning at 6:00 p.m. Single tickets are \$100, \$350 for two tickets and your name on a plaque on a seat and \$1,000 for 8 tickets and your name on the donor wall.

Information can be found online at “uppermain.com.”

Ms. Castanteen reported that the City will have a wreath-laying on Memorial Day May 30th at Veteran’s Park.

14. Adjournment

On motion of Ms. Ortiz, seconded by Mr. Marseglia, the meeting was adjourned at 4:32 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary

