

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, October 11, 2016. The meeting was called to order at 4:09 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Mr. Anthony Marseglia
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

Not Present

Laura S. Kirsch, Esq.
Mayor John P. Labrosse
Mr. Joseph Cicchelli, Acting 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 13, 2016 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Ortiz, Ms. Coles abstaining, the minutes of the September 13, 2016 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>September 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$244,927.53	\$ 2,472,840.82
Disbursements:	\$158,032.37	\$1,973,866.04
Cash balance as of September 30 2016		\$ 498,974.78
Capital Account:		
Income:		\$ 5.05
Disbursements:		<u>0.00</u>
Cash balance as of September 30, 2016		\$ 29,806.12
Donation Account:		
Income		\$ 4.00
Disbursements:		<u>0.00</u>
Cash balance: September 30, 2016		\$ 23,611.72
Librarian's Special Account		
Income:		\$ 103.26
Disbursements:		<u>249.00</u>
Cash balance: September 30, 2016		\$ 19,144.27

Paver Account:
Income: \$ 200 .76
Disbursements: 0.00

Cash balance as of September 30, 2016 \$ 4,693.14

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

b. Bills: Ms. Castanteen

October 2016 Budgetary Account Bills \$145,956.56

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

6. Budget and Finance Committee:

Ms. Castanteen said she and Ms. Kirsch are working on the library's 2017 Operating Budget and will present it at the November Board Meeting.

Funding for the Strategic Plan will be included.

7. Building and Grounds:

Ms. Castanteen said the Director's Report has information on all current projects.

Ms. Castanteen said the freight elevator is not working because of a broken valve. Thyssenkrupp, Inc. has quoted \$28,500 to replace the motor on the freight elevator. If the elevator is not repaired it will need to be closed down.

As it would be expensive to "de-commission" it, Mr. Marseglia said it is reasonable to repair it.

Ms. Izzo pointed out that we have a physical injury liability if the maintenance workers have to bring the discarded documents to recycle down the stairs.

Ms. Castanteen said it might be necessary to get bids for the repair.

Ms. Castanteen will speak with Ms. Kirsch about building the cost into the 2017 Capital Budget.

8. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said the committee is not yet ready to make a recommendation. She asked the Board to go into Executive Session to discuss the proposals.

The Board can review the proposals and a decision can be made at the November Meeting.

9. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved the hiring of Gavin Godbolt, college graduate, as a Monitor for the Children's Department at \$13 per hour for 21 hours per week and Brittany Wyche as a Monitor for the Adult Department at \$10 per hour for 19 hours per week.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved a full-time position for Ashley Winchowski, Bilingual Library Assistant, at an annual salary of \$30,000 as of October 24, and moving Elizabet Paredes, Bilingual Library Associate and MLS candidate, from Periodical to Librarian-in-training in the Reference Department as of October 24, 2016 with an annual salary of \$46,000

On motion of Mr. Marseglia, seconded by Ms. Coles, merit increases were approved by the Board for Braison Travis, Library Assistant, Circulation \$2,434 to \$33,500 and Clarice McLaughlin, Library Assistant, Technical Services \$1,498 to \$33,500 as of November 1, 2016

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board accepted the resignation of Leigh Wilkinson, part-time Reference Librarian as of October 31, 2016.

10. Policy Committee: Mr. Marseglia

a. Health Care Waiver

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved rescinding the "Health Benefits Opt-Out Policy" A-310.

Any library employee who opted out previously will be given the opportunity to enroll in the library's health coverage during each year's open enrollment period

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the brochures to the Trustees.

The Gallery and Display cases have “Lunch Box Collection” presented by Joe Shuler from Bogota and “Faces of India” presented by Theo Solomon of Teaneck.

On Saturday October 1st Hackensack held their annual street fair. The library had five courtyard programs and a Book Sale.

Adult programs for October include: “Monday Morning Music” on October 3rd; “Flavian, the Mind Reader!” Tuesday October 4th; “Carol Erickson in Concert” Thursday October 6th; “Willy Wonka and the Chocolate Factory” Thursday October 6th; “Adult Coloring Club!” Tuesday October 11th; “Medicare P’s & Q’s – Parts, Plans & Your Questions” Wednesday October 12th at 2:00 and 7:00 p.m.; “Gardening With Bulbs” Thursday October 13th; “The Gravestone Artist” Thursday October 14th; “Flamenco Dancing at Hispanic Heritage Fiesta!” Saturday October 15th; “Cook Book Club – Food for Thought” Monday October 17th; and “Veterans’ Benefits Information” Friday October 28th.

“The Walking Dead” Pub Trivia will be held on Tuesday October 25th at the Poitin Still. “Open Mic Night” is scheduled for Thursday October 27th.

In October “Teen Tuesdays” will be held on October 11th; 18th and 25th. All programs are free and open to students in grades 7 through 12.

“Citizenship Classes”; “ESL Conversation Classes”; “Job Assistance”; “Computer Instruction & EBook Assistance” “Small Business Assistance” and “Inspect Your Gadget” are programs available at the Library.

The Haunted Library on Friday October 21st is for children up to the 6th grade.

Movies, music, TV shows, and e-audiobooks and eBooks are available to the library.

The Library Document Station on the lower level offers fax, email, USB and scanning . Faxes are .50 cents per page and copies .10 cents for B&W, 25 cents for color. Everything else is free.

The new “Assistive Technology Center” is for adults with a change in vision who wish to learn how to use visual assistive applications on iPad and desktop computers.

12. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the 90's Pub Trivia was another success, over 40 people participated. One person wrote a thank you letter for the program stating she involved her neighbors and they are now a team.

Ms. Castanteen said Mari Zigas, Head of the Children's Department, felt the name "Special Needs Story Hour" was insensitive so she changed it to "Sensory".

Cathy Folk-Pushee helped an independent contractor learn how to use LinkedIn.

Ms. Castanteen reported that Manny Miracle, Public Relations Librarian, promoted a library table at the Senior Picnic which had over 3000 seniors participating.

b. Gifts and Letters of Appreciation

Letters were received from Mayor Labrosse and the Executive Director of the Main Street Alliance thanking the library for their participation in the performances for the Hackensack Street Fair.

A letter was received from George Ives who visits other libraries in the area but writes he loves Johnson Library best.

A thank you letter was received from the Northeast Jersey Legal Services for waiving the fee for the use of the auditorium.

13. Old Business

Ms. Ortiz asked about the waiver for "Howdy Stranger."

Discussion about the waiver was postponed until the November Board Meeting.

14. New Business

No report

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board moved into Closed Session at 4:55 p.m. pursuant to the provisions of the Open Public Meeting Act. The Board discussions will be made public at the earliest possible date.

On motion of Ms. Izzo, seconded by Ms. Coles, the Board moved back into open session at 5:27 p.m.

15. Adjournment

On motion of Ms. Recarte, seconded by Mr. Marseglia, the meeting was adjourned at 5:30 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary