

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 13, 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. Cindi Ortiz  
Ms. Kristi Izzo  
Ms. Robin Coles  
Ms. Sonia Recarte

Ex-Officio

Mayor John P. Labrosse

Also Present

Ms. Sharon Castanteen, Director  
Ms. Barbara Schuit, Assistant Director  
Mrs. Ann Bowen, Principal Account Clerk  
Ms. Leslie Burger  
Mr. Alan Burger  
Ms. Kate Cannarozzi  
Ms. Manny Miracle

Not Present

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 June 14, 2016 Board Meeting

On motion of Ms. Izzo, seconded by Ms. Ortiz, Ms. Coles and Mr. Marseglia abstaining, the minutes of the June 14, 2016 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
June 2016	\$244,927.53	\$ 1,724,601.06
Disbursements:	\$337,490.66	<u>\$1,304,899.32</u>
Cash balance as of June 30, 2016		\$ 419,701.74
Capital Account:		
Income:	June 2016	\$ 7.83
Disbursements:		<u>0.00</u>
Cash balance as of June 30, 2016		\$46,203.21
Donation Account:		
Income	June 2016	\$ 3.83
Deposit		1,000.00
Disbursements:		<u>0.00</u>
Cash balance: June 30, 2016		\$23,599.88
Librarian's Special Account		
Income:	June 2016	\$ 198.19
Disbursements:		<u>30.00</u>
Cash balance: June 30, 2016		\$19,228.41

Paver Account:		
Income:	June 2016	\$ .77
Disbursements:		<u>0.00</u>
	Cash balance as of June 30, 2016	\$ 4,490.88

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
	July 2016	\$ 2,095,020.08
	\$370,419.22	
Disbursements:		
	\$256,585.05	\$ <u>1,561,484.37</u>
	Cash balance as of July 31, 2016	\$ 533,535.71

Capital Account:		
Income:	July 2016	\$ 7.57
Disbursements:		<u>16,417.00</u>
	Cash balance as of July 31, 2016	\$ 29,793.78

Donation Account:		
Income	July 2016	\$ 3.84
Disbursements:		<u>.00</u>
	Cash balance: July 31, 2016	\$23,603.72

Librarian's Special Account		
Income:	July 2016	\$ 133.15
Disbursements:		<u>209.81</u>
	Cash balance: July 31, 2016	\$19,151.75

Paver Account:		
Income:	July 2016	\$ .74
Disbursements:		<u>.00</u>
	Cash balance as of July 31, 2016	\$ 4,491.62

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
August 2016		
	\$129,975.99	\$2,224,996.07
Disbursements:		
	\$254,349.30	<u>\$1,815,833.67</u>
Cash balance as of August 31, 2016		\$ 409,162.40

Capital Account:		
Income:		
August 2016		\$ 7.29
Disbursements:		
		<u>0.00</u>
Cash balance as of August 31, 2016		\$29,801.07

Donation Account:		
Income		
August 2016		\$ 4.00
Disbursements:		
		<u>0.00</u>
Cash balance: August 31, 2016		\$23,607.72

Librarian's Special Account		
Income:		
August 2016		\$ 168.26
Disbursements:		
		<u>30.00</u>
Cash balance: August 31, 2016		\$19,290.01

Paver Account:		
Income:		
August 2016		\$ .76
Disbursements:		
		<u>.00</u>
Cash balance as of August 31, 2016		\$ 4,492.38

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

b. Bills: Ms. Castanteen

July 2016 Budgetary Account Bills	\$175,092.71
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July 2016 Capital Account	16,417.00
July 2016 Librarian's Special Acct. Bills	209.81
August 2016 Budgetary Account Bills	\$259,644.33
August 2016 Librarian's Special Acct. Bills	30.00
September 2016 Budgetary Acct. Bills	\$259,656.95
September 2016 Librarian's Special Acct. Bills	249.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said she is working on the 2017 budget and will present it to the Board in October or November.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the Director's Report contains detailed information on all current projects.

a. Sound System

Ms. Kirsch said 4 quotes have been received ranging from the lowest quote of \$5,500 to the highest at \$11,525. The reason for the difference is each quote is based on different kinds of equipment, different labor charges etc.

Ms. Kirsch said they are in the process of getting more information from a technical expert and will bring the final proposal to the Board for review.

8. Strategic Planning Committee: Ms. Izzo

Leslie and Alan Burger of LDS thanked the Board for the chance to speak about working with them to create a strategic plan.

They will work with town leaders and the library staff to create a strategic plan that is specific to your particular community.

The Board agreed that it is necessary to review and refine the library's goals and objectives to reflect the changes in the community's needs.

Mayor Labrosse spoke about the new demographics in Hackensack.

Mr. Burger also informed the Board of additional services they can supply such as space assessment and technology audits.

Ms. Izzo said Ivy Group has submitted a proposal. The Strategic Planning Committee will review both of the proposals and present them to the Board for a decision in the next executive session.

9. 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.

Adult programs for September include: “Film Discussion Series: Thursdays September 1, 8, 15, 22 and 29; “Thursday Night Movie” September 1; “Learn to Play the Guitar” Saturdays from September 10 through November 5; “Adult Coloring Club” Tuesdays September 13 and 27; “The Importance of Planning Your Future” Tuesday September 12; “Crafts for Grown-Ups: Mason Jar Candles” Thursday September 15; “Fall Piano Concert” presented by Notes of Joy Saturday September 17; “Totally 90’s Pub Trivia!” Tuesday September 20; “Fair Debt Collection Practices Act” Wednesday September 21; “Veterans’ Benefits Information” Friday September 23; “Open Mic Night! Featuring Comedian Chuck Burks” Thursday September 29.

Book groups for September are: “Lit/Fic Book Club” Saturday September 10; “Young Adult Books for Adult Readers Book Club” Saturday September 10; “Mostly Fiction Book Group” Saturday September 19; “Food For Thought-Cookbook Club” Monday September 19; “Just the Facts: Nonfiction Only Book Club” Saturday September 24.

“Events for Teens” are for students entering grades 7 through 12.

In September - “Maker Magic: Make Your Own Ice Cream” Tuesday September 13; “Back to School Dance for Grades 5 through 8” Friday September 16; “video games/board Games/Minecraft” Tuesday September 20 and “Pop Culture Magnets” Tuesday September 27.

In October – “Video Games/Board Games/Minecraft” Tuesday October 11; “Art Club” Color/Paint/Draw” Tuesday October 18 and “Halloween Crafts” Tuesday October 25.

“Citizenship Classes”; “ESL Conversation Classes”; and “Inspect Your Gadget” are programs available at the Library.

Classes started September 2 for the new “Assistive Technology Center”. The center is for adults with a change in vision who wish to learn how to use visual assistive applications on iPad and desktop computers.

10. Librarian’s Report: Ms. Castanteen

a. Assistive Technology Center Invitations

Each Trustee received an invitation to attend the ribbon cutting ceremony on Friday, October 14 at 2:30 p.m.

b. Requests for Waivers: Expungement and Howdy Stranger

Ms. Castanteen received two requests to waive the fees charged for use of the auditorium.

The Board agreed to waive the meeting room fee for “Howdy Stranger” in light of their 75% reduced rate to emcee the library’s “Open Mic Night”.

There was also a request from “Howdy Stranger” to accept a lesser amount of liability insurance.

After a discussion the Board instructed Ms. Castanteen to review this request with the library lawyer.

The request from the Northeast Jersey Legal Services to waive the fee for use of the auditorium was approved by the Board.

c. Program Highlights: Ms. Castanteen

Ms. Castanteen echoed Ms. Flynn’s remarks at the opening of the meeting about the large turn-out for children’s and young adult events this summer.

Ms. Castanteen said the “Trivia Contest” at the Poitin Still had 53 twenty-somethings” participating. She also reported that on July 19, the library had 187 people attending library events on that day.

Ms. Castanteen reported that three Hackensack residents became employed because of the library's job search assistance and job fair this summer, and one resident's business received assistance on a brochure.

Ms. Castanteen thanked Mayor Labrosse for obtaining five parking spaces for the library staff to use in Lot D located on State Street.

d. Gifts and Letters of Appreciation

Ms. Castanteen reported on five Hackensack residents' letters of appreciation for the library.

11. Personnel Committee: Mr. Marseglia

a. Personnel Actions

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved a three month medical leave of absence for Joseph Bounassi, building maintenance worker.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved a promotion to Supervisor for Mari Zigas with an annual salary of \$60,500 through December 31, 2017. As part of the library administration, Ms. Zigas will sign a 15 month contract and be removed from the library employees' union.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved the promotion of Masshiel Barrios from Monitor to Bilingual Library Assistant for 21 hours per week at \$16 per hour as of October 1, 2016.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved a Salary Range for Monitors of \$10 to \$14 per hour.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved the hiring July 18, 2016 of Leigh Wilkinson as a part time reference librarian at \$28.03 per hour for 22 hours per week.

On motion of Mr. Marseglia, seconded by Ms. Coles the Board accepted the resignations of Babette Smith – August 1; Tatyana Santiago – September 13, 2016.



Mr. Marseglia also reported the termination of temporary employees, Kiiara Keitt, and Xenia Pico as of August 31, 2016.

12. Policy Committee: Mr. Marseglia

Mr. Marseglia said the library's policy for employees to "Opt out" of the library's health coverage may need to be reconsidered.

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte the meeting was adjourned at 5: 40 p.m.

Respectfully submitted

Cynthia L. C. Ortiz  
Secretary

