

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, November 8, 2016. The meeting was called to order at 4:08.

1. Roll Call

Ms. Linda Flynn, Presiding  
Mr. Anthony Marseglia  
Ms. Cindi Ortiz  
Laura S. Kirsch, Esq.  
Ms. Kristi Izzo  
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

Not Present

Ms. Robin Coles  
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 October 11, 2016 Board Meeting

Ms. Izzo said on page 7 "Closed Session Minutes" should only be released once the matter is resolved.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

|                                     | <u>October 2016</u> | <u>Year-to-Date</u> |
|-------------------------------------|---------------------|---------------------|
| Operating Account                   |                     |                     |
| Income:                             | \$ 269,401.57       | \$2,742,242.39      |
| Disbursements:                      | 182,228.10          | 2,156,094.14        |
| Cash balance as of October 31, 2016 |                     | \$ 586,148.25       |
| Capital Account:                    |                     |                     |
| Income:                             |                     | \$ 4.89             |
| Disbursements:                      |                     | <u>0.00</u>         |
| Cash balance as of October 31, 2016 |                     | \$29,811.01         |
| Donation Account:                   |                     |                     |
| Income                              |                     | \$ 3.87             |
| Disbursements:                      |                     | <u>0.00</u>         |
| Cash balance: October 31, 2016      |                     | \$23,615.59         |
| Librarian's Special Account         |                     |                     |
| Income:                             |                     | \$ 293.17           |
| Disbursements:                      |                     | <u>0.00</u>         |
| Cash balance: October 31, 2016      |                     | \$19,437.44         |

Paver Account:

|                |    |             |
|----------------|----|-------------|
| Income:        | \$ | 400.74      |
| Disbursements: |    | <u>0.00</u> |

Cash balance as of October 31, 2016      \$ 5,093.88

On motion of Ms. Ortiz, seconded by Ms. Izzo, the report was accepted.

Ms. Kirsch said the balance is high because we have only received the 1<sup>st</sup> quarter medical bills from the City.

Ms. Castanteen has spoken with Jim Mangin, CFO, and he said the City will provide the 2<sup>nd</sup> and 3<sup>rd</sup> quarter bills this year. The 4<sup>th</sup> quarter bills will be presented in January 2017.

Ms. Kirsch said we need the 4<sup>th</sup> quarter bill because otherwise we would carry a large balance into 2017.

b. Bills: Ms. Castanteen

|   |               |
|---|---------------|
| November 2016 Budgetary Account Bills           | \$ 152,727.36 |
| November 2016 Librarian's Special Account Bills | 210.00        |

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

6. Budget and Finance Committee:

a. Audit

Ms. Kirsch said she has reviewed the audit and was pleased to see that there were no comments from the auditors.

On motion of Ms. Kirsch, seconded by Ms. Recarte, the Board approved the 2015 audit.

b. Draft of 2017 Budget Request

After a review of the 2017 proposed budget the Trustees asked Ms. Castanteen to adjust some of the proposed appropriations and email them the revised budget per their instructions

c. Transfer of Funds State Form

Ms. Kirsch said the numbers on the transfer form were taken directly from the audit.

d. Capital Funds Resolution

JOHNSON PUBLIC LIBRARY RESOLUTION  
RESERVING CAPITAL FUNDS

WHEREAS, the Board of Trustees (the "Board") has undertaken an analysis of the capital improvement needs of the Johnson Public Library; and

WHEREAS, the Board has identified needed capital improvement projects as more specifically set forth on the Improvement Study prepared by arcari + iovino architects pc, dated December 2010, (the "Capital Projects") attached hereto; and

WHEREAS, the Board has determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Treasurer be and hereby is authorized and directed to transfer \$87,198 into the Capital Improvement Fund held with NJ Cash Management.

Moved by: Ms. Kirsch  
Seconded by: Mr. Marseglia

| Date: November 8, 2016 Roll Call Vote: | Aye    | Nay |
|--|--------|-----|
| Linda Flynn                            | X      |     |
| Anthony Marseglia                      | X      |     |
| Laura Kirsch                           | X      |     |
| Cynthia Ortiz                          | X      |     |
| Kristi Izzo                            | X      |     |
| Sonia Recarte                          | X      |     |
| Robin Coles                            | Absent |     |
| Mayor John Labrosse                    | X      |     |
| Superintendent Joseph Cicchelli        | Absent |     |

I hereby certify on this 8<sup>th</sup> day of November 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 November 8<sup>th</sup>, 2016.

Cynthia L. C. Ortiz  
Secretary

e. Capital Plan 2017-2022

Ms. Kirsch said there are some real issues in the coming years that need to be addressed: the elevator; the sound system; the renovation of the small rooms, an emergency generator and the sprinkler system.

We have a proposal for the sound system, and the renovation of the small rooms can wait for the strategic plan.

Mayor Labrosse suggested the library look into getting a generator from government surplus.

Mayor Labross also said he can assist Ms. Castanteen with finding a place to store the generator.

The Fire Department has cited the library with violations re the sprinkler system. The Trustees asked Ms. Castanteen to get back to them with quotes for repair of the sprinkler system.

On motion of Ms. Ortiz, seconded by Ms. Recarte, the Board approved the 2017-2022 Capital Plan.

7. Building and Grounds Committee: Ms. Kirsch

a. Waiver for Howdy Stranger

Ms. Kirsch said the “Hold Harmless Agreement” for Howdy Stranger needs to be signed by each member of the group. They also understand that they may have to move to the meeting room if the library needs the auditorium.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Trustees approved the “Hold Harmless Agreement” and subsequent use of the auditorium for Howdy Stranger.

b. Sound System

Ms. Kirsch said quotes received for the sound system went from low to high. The quote of \$10,589.86 from Associated Installations, recommend by a technical advisor from BCCLS, was complete.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved hiring Associated Installations.

Ms. Kirsch said she has been approached to allow “art on a stick” a board on a stick which would be placed inside the fence in front of the library for people to write on. This would necessitate the gate being open which would not work.

The second request was to have “raccoons” on a stick, placed in various spots among the bushes near the library building.

On motion of Ms. Kirsch, seconded by Ms. Recarte, the Board approved the request.

8. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said the Committee (Kristi, Sonia, Robin) after reviewing the proposals received from LDS and the Ivy Group are recommending LDS.

The budget for the strategic plan was \$25,000. LDS is under budget at \$18,250, which includes the price for a space assessment.

Their proposal includes a 1/2 day workshop with the Board.

Ms. Izzo said a payment of 1/3 of the total is requested up front, payment will be made in 2016.

On motion of Ms. Izzo, seconded by Ms. Recarte, the Board approved a contract with LDS.

Ms. Izzo said the work will begin in February or March 2017.

9. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved a change from full time to part time employment for Kate Cannarozzi, Reference Librarian, as of December 1, 2016 at the current hourly rate.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved an increase for Najee Anderson and Chris Melber, Security Guards, from \$18.00 per hour to \$19.50 per hour as of January 1, 2017.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved the hiring of Franklin Guzman, Library Assistant, as of October 31, 2016 at \$16 per hour for 21 hours per week.

10. Policy Committee: Mr. Marseglia

No report

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the brochures to the Trustees.

Adult programs for November include: "Healthy & Delicious Cooking With Chef Kelly Carroll" on Tuesday November 1<sup>st</sup>; "Beyond" was scheduled for Thursday November 3<sup>rd</sup> at 6:30 p.m.; "Monday Morning Music" on November 7<sup>th</sup>; "Debt

Collection Defense” on Wednesday November 9<sup>th</sup>; “Adult Coloring Club” on Tuesday November 15<sup>th</sup>; “Get Ready for College!” on Tuesdays November 15<sup>th</sup> and 22<sup>nd</sup>; “Organizing Your Clothes for Less Chaos!” Wednesday November 16<sup>th</sup>; “Expungement Seminar” Friday November 18<sup>th</sup>; “Open Mic Night” Thursday November 17<sup>th</sup>; “Cook Book Club” Monday November 21<sup>st</sup>; “Disney Pub Trivia!” Tuesday November 22<sup>nd</sup> at the Poitin Still.

The Hackensack Art club is presenting a “Winter Art Show” with paintings by many of the Art Club members in many different styles.

Book groups for November include “Lit/Fic” Book Club on Saturday, November 5<sup>th</sup>; “Young Adult Books for Adults” Book Club on Saturday November 5<sup>th</sup>; “Book Group” on Saturday, November 12<sup>th</sup> and “Just the Facts: A Non-fiction-Only Book Group” on Saturday, November 19<sup>th</sup>.

“Teen Tuesdays” are scheduled for November 8<sup>th</sup>; 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>. The programs are for students in grades 7 through 12 only.

“Citizenship Classes”; “ESL Conversation Classes”; “Job Assistance”; “Computer Instruction & EBook Assistance” Movies, Music, TV Shows, e-Audiobooks, and ebooks are available for free with your library card; “Small Business Assistance” “Inspect Your Gadget” are programs available at 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.

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen reported that a young adult program “Get Ready for College” had a better registration when Keri changed the title to “How to Pay for College”.

Ms. Castanteen thanked Ms. Flynn for attending the “Assistive Technology Center” ceremony , speaking on behalf of the library, and cutting the ribbon with the state commissioner.



Ms. Castanteen reported that the “Haunted Library” had more than 300 children participating, and the children’s events overall had a 77% increase in attendance from last year.

New computers will be installed in the Children’s Department. The Head of the Department reports that at 3:00 p.m. every day there is already a half-page waiting list for the children to do their homework and research.

b. Gifts and Letters of Appreciation

An email was received from a Hackensack resident thanking the library for the “Haunted Library”.

13. Old Business

No report

14. New Business

No report

On motion of Mr. Marseglia, seconded by Ms. Recarte, the Board moved into Closed Session at 5:04 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 Mayor Labrosse, the Board moved back into open session at 5:10 p.m.15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the Board meeting was adjourned at 5:11 p.m.

Respectfully submitted

Cynthia L. C. Ortiz  
Secretary