

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, December 13, 2016. The meeting was called to order at 4:02 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding

Mr. Anthony Marseglia

Laura S. Kirsch, Esq.

Ms. Kristi Izzo

Ms. Sonia Recarte

Ms. Robin Coles

Also Present

Ms. Sharon Castanteen, Director

Ms. Barbara Schuit, Assistant Director

Mrs. Ann Bowen, Principal Account Clerk

Not Present

Ms. Cindi Ortiz

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 November 8, 2016 Board Meeting

Ms. Izzo said the minutes should include the statement "the Closed Session minutes should only be released once the matter discussed is resolved"

On motion of Ms. Kirsch, seconded by Ms. Izzo, Ms. Coles abstaining, the minutes of the November 8, 2016 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>November 2016</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 248,412.45	\$2,988,654.84
Disbursements:	153,858.45	2,309,952.59
Cash balance as of November 30, 2016		\$678,702.25

Ms. Kirsch said the 2nd and 3rd quarter medical and insurance bills from the City have been received.

Capital Account:		
Income:		\$ 5.05
Disbursements:		<u>0.00</u>
Cash balance as of November 30, 2016	\$29,816.06	

Donation Account		
Income		\$ 3.87
Disbursements:		<u>0.00</u>
Cash balance: November 30, 2016		\$ 23,623.49

Librarian's Special Account		
Income:		\$ 92.28
Disbursements:		<u>210.00</u>
Cash balance: November 30, 2016		\$ 19,319.72

Paver Account:		
Income:		\$ 200.85
Disbursements:		<u>0.00</u>

Cash balance as of November 30, 2016 \$ 5,294.73

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

b. Bills: Ms. Castanteen

December 2016 Budgetary Account Bills	\$754,974.69
December 2016 Librarian's Special Account Bills	30.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2016 Budget Final Adoption

Ms. Kirsch said the 4th quarter medical bills have not been received. The City will send them in 2017 and we will pay them in 2017. The 2016 budget has been adjusted to accommodate this.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the 2016 Library Operating Budget.

b. 2017 Budget Request - Final

Ms. Kirsch said the library asked for a 3% increase for the 2017 Operating Budget. Since the assessed valuation for Hackensack has gone down and the state mandated 1/3 of a mil is based on this assessment it is likely we will not get the full increase asked for.

Ms. Kirsch said she does not expect the library to get less than last year, but money can be taken out of our reserve if necessary.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved the 2017 Operating Budget as presented.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that the basement sprinkler system is being addressed.

The work to get the freight elevator repaired is ongoing and the City has been asked to help get quotes for the repair.

The parking lot is the City's responsibility and needs to be repaved. Ms. Castanteen has been in contact with the City Manager and will keep the Board informed of the situation.

The library would need to repair parking lot apron which should not be done until it is known if the street will be regraded. Adding asphalt to the apron would be a temporary fix.

Work on the Sound System is progressing.

"Art on a Stick" will be installed in the spring.

Lawn sprinkler system has been shut down for the winter.

Boiler has been inspected.

2300 lbs. of materials have been recycled.

8. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said that the 1st installment of the contract with LDS will be made in 2016.

Ms. Izzo notified the Ivy group that the contract was awarded to another consultant.

Work will start after the holidays.

9. Community Affairs: Ms. Castanteen

Ms. Castanteen distributed the brochures and new flyers to the Trustees.

Ms. Castanteen said that the Hackensack Art Club's a "Winter Art Show" with paintings by many of the Art Club members is very appealing.

Adult programs for December include: Thursday Night Movie on December 1st "Central Intelligence"; Monday December 5th "Monday Morning Music"; Monday December 12th "Dealing With Change"; Tuesday December 13th "Adult Coloring Club"; Tuesday December 13th "Holiday Cookie Swap"; Thursday December 15th "Open Mic Night – David Podles"; Friday December 16th "Expungement Seminar"; Monday December 19th "Cook Book Club"; and Tuesday December 20th at the Poitin Still "Holiday Pub Trivia!".

Ms. Kirsch suggested the library brochures be taken to the Poitin Still and a request be made for their purchase of a library paver.

Ms. Castanteen said the "Holiday Cookie Swap" was cancelled.

“Teen Tuesdays” are scheduled for December 6th; 13th, 22th. The programs are free for students in grades 7 through 12 only.

Book groups for December include “Lit/Fic” Book Club on Saturday, December 3rd ; “Young Adult Books for Adults” Book Club on Saturday December 3rd ; “Book Group” on Saturday, December 10th and “Just the Facts: A Non-fiction-Only Book Group” on Saturday, November 17th. Ms. Castanteen said the MOSTLY FICTION?? (I don’t know this club) will be dropped in 2017.

“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.

Ms. Castanteen reported that the “Assistive Technology Center” is very busy.

Children’s programs scheduled for December include: “Crafternoon” Tuesdays; “Bilingual Story Time” Mondays; “Bilingual Art Study” Mondays; “Tiny Tots Story Time” Wednesdays; “Rhythm and Rhyme” Wednesdays; “Video Game Club” Wednesdays; “Saturday Afternoon at the Movies”; “Reading With Rodney” Fridays; “Lego League” Thursdays; “The Young and the Restless for Preschoolers” Thursdays; “Read With a Teen” Fridays and “Winter Reading Club” on Thursdays.

10. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen reported that Manny Miracle referred a woman she met to see Cathy Folk-Pushee regarding using online business databases. Cathy was able to show how to use the databases for her medical billing business The woman has now applied for a library card and is very happy to be able to access a potential client base through these library resources.

“Pub Trivia” is a huge success with 58 people at the last program.

b. Holiday Closings

Ms. Castanteen asked the Board if they would approve a 1:00 p.m. closing on Saturday December 31, 2016.

The Board approved the closing at 1:00 p.m. on December 31, 2016.

c. Gifts and Letters of Appreciation

A gift of \$200 was received from John Evans, a Hackensack resident, who asked the money be contributed to the Paver Campaign. He does not want a paver but wants to support the library.

A glowing recommendation was received for Gladys Cepeda's work with the cooking club.

Najee Anderson received an accolade for his "superlative effort and support."

11. Personnel Committee: Mr. Marseglia

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board moved into Closed Session at 4:41 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. Kirsch, seconded by Ms. Izzo, the Board moved back into Open Session at 4:45 p.m.

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

Najee Anderson, Security Guard, full-time as of January 1, 2017 at an annual salary of \$41,000 for 2017 and \$42,150 for 2018 as per two year union contract

Union employees receive 2.3% increase or \$1,150 whichever is greater for 2017 and 2018. A 2 year union contract is approved with changes in language as per "Memo of Agreement" signed by both parties on November 22, 2016.

Non-union part-time employees receive a prorated 2.3% or \$1,150 increase whichever is greater for both 2017 and 2018

Ann Bowen, Principal Account Clerk, \$25 per hour for 2017 and \$1,150 prorated for 2018.

Administrators receive the following increases for 2017:

Deborah Bock - \$1,750 base salary \$82,750 plus longevity

Michael Ferrante = \$1,612 base salary for \$51,000 plus longevity

Barbara Schuit - \$1,580 base salary \$74,500

Beverly Wyche - \$1,573 base salary for \$57,600 plus longevity

Sharon Castanteen - \$4,000 increase for \$119,000 annual salary for 2017

12. Old Business

No report

13. New Business

No report

15. Adjournment

On motion of Anthony Marseglia, seconded by Robin Coles, the meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Cynthia L. C. Ortiz

Secretary