

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, February 14, 2017. The meeting was called to order at 4:08 p.m.

1. Roll Call

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

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. Sonia Recarte
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 January 10, 2017 Board Meeting

Ms. Izzo asked the following changes be made to item 11 – Strategic Planning Committee on page 8 of minutes: community leaders be changed to community conversation; replace the third and fourth paragraphs as follows: “The Strategic

Planning Subcommittee and Ms. Castanteen will reach out to local community leaders who may or may not be regular users of the library” and “Any scheduling will be done while being mindful of the various religious holidays.”

On motion of Ms. Izzo, seconded by Ms. Ortiz, the January 10, 2017 minutes were approved as corrected.

4. Public Comment

No report

5. 2017 Trustee Appointment Announcement: Ms. Flynn

Ms. Flynn congratulated Ms. Coles on her reappointment to a 5 year term to the Johnson Library Board of Trustees.

a. Oath of Office for 2017 Trustee: Ms. Kirsch

Ms. Kirsch reported that she had administered the Oath of Office” to Ms. Coles.

6. 2017 Committees: Ms. Flynn

Ms. Flynn said there were no changes in committee assignments for 2017.

7. Treasurer’s Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>January 2017</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 419,222.68	\$ 419,222.68
Disbursements:	167,447.06	419,222.68
Cash balance as of January 31, 2017		\$ 251,775.62

Capital Account:	
Income:	\$ 5.05
Disbursements:	<u>0.00</u>
Cash balance as of January 31, 2017	\$29,826.00
Donation Account	
Income	\$ 4.00
Disbursements:	<u>0.00</u>
Cash balance as of January 31, 2017	\$ 23,627.46
Librarian's Special Account	
Income:	\$ 173.29
Disbursements:	<u>110.00</u>
Cash balance as of January 31, 2017	\$ 19,416.21
Paver Account:	
Income:	\$ 100.90
Disbursements:	<u>0.00</u>
Cash balance as of January 31, 2017	\$ 5,396.47

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

b. Bills: Ms. Castanteen

February 2017 Budgetary Account Bills	\$236,404.25
February 2017 Librarian's Special Account Bills	180.00

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

8. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we have not heard from the City about the 2017 library appropriation. If the cash balance of \$252,000 is not adequate to cover the bills the library will need to move money out of the Reserve Account.

9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported we are waiting to hear about the installation schedule for the Sprinkler System in the basement.

Thyssenkrupp Elevator is in the process of making the parts to repair the freight elevator.

The equipment for the Sound System is being stored as two days with no programs scheduled are necessary to complete the work in the auditorium

The chairs in the Children's Room have been reupholstered and go very well with the new carpeting.

Verizon will be switching lines and we will lose their service for a period of time. Ms. Castanteen is looking for a company to replace them.

The hanging system for artwork in the Main Street Corridor needs to be updated. Ms. Kirsch said a check of the walls in other areas of the library where art could be displayed should be done.

The windows in the Children's Room have been repaired.

10. Strategic Planning Committee: Ms. Izzo

Ms. Izzo reported that focus groups have been identified and the consultants will provide email content and script for phones.

Focus groups will be one session each; 60 to 90 minutes with fifteen to eighteen people in each group.

The "Community Conversation" will be one session for an hour on April 26th at 7:00 p.m. in the library. It is open to everyone.

The "Parent/Teachers Group" will meet at the library with activities provided for the children during the session by the Children's Room Staff .

The staff has been collecting email addresses and the survey will go out to each library patron on the newsletter list. The City has agreed to send the library survey to their email list.

Ms. Izzo said all input pieces should be done before the summer. A half day retreat will be scheduled to discuss the data.

A Space Assessment is planned.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers and brochures to the Trustees.

The Display Case has a “Wonderful Collection of Black Dolls” provided by Michelle Rice.

The Gallery has a collection of photographs by Ray Turkin.

Adult programs for February include: “Jason Bourne” Thursday night movie on February 2nd; “Monday Morning Music” February 6th; “Make your Own Air Plant Garden” Tuesday February 7th “How to Edit Your Own Writing” Wednesday February 8th; “Cook Book Club” Monday February 13th; “What You Need to Know about Food Stamps” Wednesday February 15th; “Open Mic Night” Thursday February 16th; “Pub Trivia!” Tuesday February 21st; “Small Business Workshop” Thursday February 23rd; and “Inspect Your Gadget!” Thursday mornings 11:00 to 12:00.

“Teen Tuesday” programs are free to students in grades 7 thru 12 only, no registration is required.

Book groups for February are: “Young Adult Books for Adult Readers” Saturday February 4th “The Greats” Book Club Saturday February 18th; and “Just the Facts: A Non-fiction-Only book Club” on Saturday February 25th.

Citizenship Classes are held on Mondays and Thursdays, ESL Classes are held on Wednesdays and Thursdays. Classes are free and no registration is required.

Ongoing resources include computer instruction and eBook assistance.

The Children’s Department programs for children up to 6th grade in February include - Mondays “Crafternoon”; Tuesdays “Sensory Story Time”, and “Bilingual Reading Helper”, Wednesdays “Tiny Tots Story Time”, “Rhythm & Rhyme”, and “Video Game Club”; Thursdays “The Young & the Restless for Preschoolers”. “Bilingual Story Time”; and “Lego League”; Fridays “Tech Time”, “Chess”, and “Reading with Rodney” on February 24th.

Saturday movies in February are “Middle School: The Worst Years of my Life”, “Frozen”, Trolls”, and “Tangled”.

12. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the February 7th program "Make Your Own Air Plant Garden" had a great crowd.

"Pub Trivia" and "Open Mic Night" are very popular, with many regular attendees.

The Children's Room attendance is way up.

Michelle Ferreira is doing well with her ESL and Citizenship Spanish classes.

Evening Citizenship classes will begin as soon as training is completed by one of JPL's librarian.

b. 15 Minutes Parking Spots

Ms. Castanteen said thanks go to the City for providing two 15 minute parking spots on Moore Street. Patrons who use them have voiced their appreciation for being able to park so close to the library to pick up or drop off materials.

c. Gifts and Letters of Appreciation

Ms. Castanteen reported Mr. & Mrs. Fattrosso purchased a \$100 paver.

Ms. Castanteen said she received an email from Mari Zigas, Children's Librarian that the Hackensack Rotary Club donated \$250 to purchase supplies for the family shelter.

13. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported Chris Melber, Security Guard, resigned and will be replaced by Patrick O'Connor and Sam Zitomer hired as Security Guards at \$18 per hour, 14 hours per week each. Mr. O'Connor will start February 15th and Mr. Zitomer February 17, 2017.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel actions were approved.

Joseph Bounassi was separated from the library January 30, 2017 as per the "Separation Agreement".

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the “Separation Agreement” was approved.

14. Old Business

Ms. Castanteen said she is in contact with the city employees who will assist in placing the generator on library property.

Ms. Kirsch said the surge protectors for all the library computers should be equipped with battery back- up.

15. New Business

No report

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 4:45 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary

