The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 21, 2017. 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. Robin Coles  
   Ms. Cindi Ortiz  
   Ms. Sonia Recarte

   **Also Present**

   Ms. Sharon Castanteen, Director  
   Ms. Barbara Schuit, Assistant Director  
   Mrs. Ann Bowen, Principal Account Clerk

   **Not Present**

   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 February 14, 2017 Board Meeting**

   On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the February 14, 2017 meeting were approved.

4. **Public Comment**

   No report

5. **Treasurer’s Report: Ms. Kirsch**

   a. **Report: Ms. Kirsch**

      | February 2017 | Year-to-Date |
Operating Account

<table>
<thead>
<tr>
<th>Income:</th>
<th>$ 127,797.25</th>
<th>$ 547,019.93</th>
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</thead>
<tbody>
<tr>
<td>Disbursements:</td>
<td>237,644.70</td>
<td>405,091.76</td>
</tr>
<tr>
<td><strong>Cash balance as of February 28, 2017</strong></td>
<td><strong>$ 141,928.17</strong></td>
<td></td>
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</table>

Capital Account:

<table>
<thead>
<tr>
<th>Income:</th>
<th>$</th>
<th>5.07</th>
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</thead>
<tbody>
<tr>
<td>Disbursements:</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Cash balance as of February 28, 2017</strong></td>
<td><strong>$29,831.07</strong></td>
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</table>

Donation Account

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<tr>
<th>Income:</th>
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<tbody>
<tr>
<td>Disbursements:</td>
<td></td>
</tr>
<tr>
<td><strong>Cash balance as of February 28, 2017</strong></td>
<td><strong>$ 23,881.47</strong></td>
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Librarian’s Special Account

<table>
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<tr>
<th>Income:</th>
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<tbody>
<tr>
<td>Disbursements:</td>
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<tr>
<td><strong>Cash balance as of February 28, 2017</strong></td>
<td><strong>$ 19,394.46</strong></td>
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</table>

Paver Account:

<table>
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<th>Income:</th>
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<tbody>
<tr>
<td>Disbursements:</td>
<td>0.00</td>
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<tr>
<td><strong>Cash balance as of February 28, 2017</strong></td>
<td><strong>$ 5,697.38</strong></td>
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</table>

Ms. Kirsch discussed library accounts and how the stop-loss provision works for the library.

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

b. **Bills: Ms. Castanteen**

   March 2017 Budgetary Account Bills | $162,426.93
   March 2017 Librarian’s Special Account Bills | 194.99

On motion of Ms. Coles, seconded by Ms. Ortiz, the bills were approved for payment.
6. **Budget and Finance Committee: Ms. Kirsch**

Ms. Kirsch reported that Ms. Castanteen met with City officials regarding the library’s 2017 appropriation.

The increase in the 2017 appropriation is 2% which is $28,500 less than the 3% requested.

Ms. Kirsch said medical costs are rising, the stop-loss maximum has increased this year from $60,000 to $100,000, and this could be a potential problem.

Ms. Kirsch said it might be cost effective to outsource health coverage.

Ms. Castanteen will conduct a survey to see if outsourcing might be less expensive.

7. **Building and Grounds Committee: Ms. Kirsch**

Ms. Kirsch reported there is no new information on the Sprinkler System at this time.

Thyssenkrupp is working on the parts for the freight elevator.

The city electrician said the city’s government surplus lot does not have a generator large enough for the library. To be effective the library will need a 300 to 350 kilowatt generator.

Ms. Castanteen will look into a possible grant for the generator.

We have three days available to install sound system at the end of March.

The 15 minute parking meters on Moore Street are much appreciated by our patrons.

Ms. Castanteen is looking for a hanging system and would like the Board’s input on where the system could be used.

Ms. Kirsch said the Board should approve the cost of the system first.

8. **Personnel Committee: Mr. Marseglia**

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved an annual increase of $2,070 for Genesis Jais, Library Associate.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved a promotion to Library Associate and an annual increase of $4,350 for Gladys Cepeda.
On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved an annual increase of $700 for Michelle Ferreria, Library Associate.

9. **Strategic Planning Committee: Ms. Izzo**

   a. **Delayed Opening for Staff Focus Group, March 27, 2017**

   Ms. Izzo said the library will open at 11:00 a.m. on Monday, March 27th so the staff can participate in a focus group.

   b. **Constant Contact Account**

   Ms. Izzo said the Library has a Constant Contact account through BCCLS, but the Cooperative office does not want us to use their account for the survey. We are planning to set up our own independent account for sending out the survey only.

   At the bottom we could add a statement about opting out after this one time survey email.

   We have already collected 6,000 “opted-in” emails and 9,000 “un-opted in” names taken from the BCCLS registration.

   The City has already sent out the survey to their email list, the library email survey will go out this week.

   Ms. Izzo suggested possible dates for the retreat with the Board, Strategic Planning Committee and the consultants.

   After a discussion, Thursday May 18th was chosen as the best possible date, subject to the availability of the consultants. The retreat will be 4:00 to 7:30 p.m. Refreshments will be served.

   Ms. Izzo stated that the focus groups will have been done and all needed information will be available.

   Ms. Izzo said that on Wednesday April 26th the “Community Leaders Group” will meet at 7:00 p.m. in the library auditorium. She encouraged the Board members to attend and to spread the word of the meeting to people they know

10. **Community Affairs: Ms. Ortiz**

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

   Adult programs for March include: “Arrival” Thursday night movie on March 2nd; “Monday Morning Music” March 6th; “How to Read the News-An
“Teen Tuesday” programs on March 7th, 14th, 21st and 28th are free to students in grades 7 thru 12 only, no registration is required.

“Spring Book Sale!” - Saturday April 8th 10:00 am to 4:00 p.m.

Registration is open for Guitar Classes scheduled Saturdays from April 1st through June 3rd for children ages 8 to 18. There is a non-refundable $50 fee for materials.

Gallery and Display cases are show casing “Life under the Sea” a display by artist Poramit Thantapalit.

Book groups for March are: “Young Adult Books for Adult Readers” Saturday March 4th; “Just the Facts: A Non-fiction-Only book Club” on Saturday March 18th; and “The Greats” Book Club Saturday March 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 March 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 Club”, and “Reading with Rodney” on March 24th.

Special programs for March include “Read across America Day” on Friday March 3rd and “National Maker’s Day” on Saturday March 25th.

Saturday movies in March are “Moana”; “Blubber”; “Fantastic Beasts and Where to Find Them” and “Lilo & Stich”.

11. Librarian’s Report: Ms. Castanteen

   a. Program Highlights: Ms. Castanteen

   Ms. Castanteen said that “Pub Trivia” has drawn a large following. Ms. Castanteen gave the manager a paver brochure.
Ms. Castanteen said programs coming in April include a networking speaker with a focus on chamber of commerce members. Lunch is included.

Yoga classes will be held on Wednesday mornings.

An immigration lawyer, A. Torres, is volunteering to offer one-on-one consultations Thursday nights after 5:30.

The money donated by the Hackensack Rotary and our patrons provided a van load of supplies for the women’s shelter.

b. Gifts and Letters of Appreciation

Ms. Castanteen said three pavers have been purchased.

12. Old Business

No report

13. New Business

No report

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 4:55 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary