

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

Income:	\$ 127,797.25	\$ 547,019.93
Disbursements:	237,644.70	<u>405,091.76</u>
Cash balance as of February 28, 2017		\$ 141,928.17

## Capital Account:

Income:		\$ 5.07
Disbursements:		<u>0.00</u>
Cash balance as of February 28, 2017		\$29,831.07

## Donation Account

Income		\$ 254.01
Disbursements:		<u>0.00</u>
Cash balance as of February 28, 2017		\$ 23,881.47

## Librarian's Special Account

Income:		\$ 158.25
Disbursements:		<u>180.00</u>
Cash balance as of February 28, 2017		\$ 19,394.46

## Paver Account:

Income:		\$ 300.91
Disbursements:		<u>0.00</u>
Cash balance as of February 28, 2017		\$ 5,697.38

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 Ferreira, 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 27<sup>th</sup> 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 18<sup>th</sup> 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 26<sup>th</sup> 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 2<sup>nd</sup>; “Monday Morning Music” March 6<sup>th</sup>; “How to Read the News-An

Introduction to News Literacy” on Tuesday March 7<sup>th</sup>; Thursday March 9<sup>th</sup> “Estate Management – Estate Planning 101”; Tuesday March 14<sup>th</sup> “Adult Coloring Book”; Tuesdays March 14<sup>th</sup> and 21<sup>st</sup> “Yarn Doll Workshop” -a two day adult buddy-up program; Wednesday March 15<sup>th</sup>; “IRS 101 – What to do if the IRS contacts you”; Thursday March 16<sup>th</sup>; “Open Mic Night”; Monday March 20<sup>th</sup>; “Cook Book Club”; and Tuesday March 21<sup>st</sup>; “Pub Trivia!” .

“Teen Tuesday” programs on March 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> are free to students in grades 7 thru 12 only, no registration is required.

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

Registration is open for Guitar Classes scheduled Saturdays from April 1<sup>st</sup> through June 3<sup>rd</sup> 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 4<sup>th</sup>; “Just the Facts: A Non-fiction-Only book Club” on Saturday March 18<sup>th</sup>; and “The Greats” Book Club Saturday March 25<sup>th</sup>.

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 6<sup>th</sup> 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 24<sup>th</sup>.

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

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