

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday June 13, 2017. The meeting was called to order at 4:08 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Laura S. Kirsch, Esq.
Ms. Cindi Ortiz
Ms. Sonia Recarte

Ex-Officio

Mayor John P. Labrosse

Also Present

Ms. Sharon Castanteen, Director
Ms. Ann Bowen, Principal Account Clerk

Not Present

Mr. Anthony Marseglia
Ms. Kristi Izzo
Ms. Robin Coles
Ms. Barbara Schuit, Assistant Director
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 May 9, 2017 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes of the May 9, 2017 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

| | <u>May 2017</u> | <u>Year-to-Date</u> |
|---------------------------------|-----------------|---------------------|
| Operating Account | | |
| Income: | \$ 129,424.89 | \$1,421,318.05 |
| Disbursements: | 178,811.65 | 918,535.70 |
| Cash balance as of May 31, 2017 | | \$ 502,782.35 |

Ms. Kirsch said the large balance is due to the fact that the City vouchers for the health insurance coverage have not yet been received.

Capital Account:

| | | |
|---------------------------------|----|-------------|
| Income: | \$ | 8.58 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as of May 31, 2017 | | \$29,851.38 |

Donation Account

| | | |
|---------------------------------|----|-------------|
| Income | \$ | 6.87 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as of May 31, 2017 | \$ | 23,897.71 |

Librarian's Special Account

| | | |
|---------------------------------|----|--------------|
| Income: | \$ | 80.57 |
| Disbursements: | | <u>60.00</u> |
| Cash balance as of May 31, 2017 | \$ | 19,277.70 |

Paver Account:

| | | |
|---------------------------------|----|-------------|
| Income: | \$ | 1.99 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as of May 31, 2017 | \$ | 5,701.58 |

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

b. Bills: Ms. Castanteen

| | |
|---|--------------|
| June 2017 Budgetary Account Bills | \$218,352.26 |
| June 2017 Librarian's Special Account Bills | 45.00 |

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

6. Budget and Finance Committee: Ms. Kirsch

No report

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said she is waiting for more information from the Fire Department regarding the sprinkler system, so will hold off on the proposal submitted by Millenium Fire Protection for the bid documents and sprinkler drawings.

Keri Adams was instrumental in obtaining a grant for two charging stations that will allow patrons to charge their devices and also allows us to tie into the Office of Emergency Management.

The City's Project Manager is still looking into a generator for the library.

Rats coming from the building next door present a problem for the library. Ms. Castanteen is working with Ed Decker to handle the problem.

8. Personnel Committee: Ms. Castanteen

a. Replacement for Public Relations Librarian

Laurie Meeske, who works for BCCLS, is the candidate chosen to replace Manny, the public relations librarian.

Ms. Castanteen described Ms. Meeske's qualifications, which not only include outreach, but also technology and technology education. Ms. Meeske was in charge of the website, the knowledge database, and training on new digital products for all 76 libraries in the cooperative. Since our strategic planning consultants found that technology education is currently a gap in our services, Ms. Castanteen felt these additional skills were highly desirable and should be taken into account as the Board considered her compensation.

On motion of Ms. Kirsch, seconded by Ms. Flynn the Board approved an annual salary of \$65,000 for the position of Public Relations Librarian/Technology Educator.

Ms. Castanteen will contact Ms. Meeske and offer her the position.

Ms. Castanteen also indicated that even after hiring Ms. Meeske, we have still not filled one more position on the Reference staff. After reviewing the budget this summer, Ms. Castanteen will let the Board know if we can hire another librarian.

Ms. Castanteen asked the Board to approve a merit increase of \$2,500 for Cathy Folk-Pushee, Reference Librarian, for her outstanding contributions to the library, especially in the area of bringing businesses to our programs. She brought 40 business owners to a program last month.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved a merit increase of \$2,500 for Cathy Folk-Pushee .

9. Policy Committee: Mr. Marseglia

No report

10. Strategic Planning: Ms.Izzo

No report

11. Community Affairs: Ms. Ortiz

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

Teen Tuesday will be June 13th starting the “Summer Reading Program.”

Adult programs for June include: “Get Your Immigration & Naturalization Questions Answered” Thursday, June 1st ; New evening “Citizenship Classes” Mondays in June ; “Ken Greves in Concert Tuesday June 6th; “Adult Coloring Club” Tuesdays June 13th & 27th; Wednesday Afternoon Movie June 14th; “Open Mic Night” Thursday June 22nd; “Game of Thrones - Pub Trivia” Tuesday June 20th at the Poitin Still; “Expungement Seminar” Friday May 23rd ; “Be Your own Graphic Designer” Wednesday June 21st “Cook Book Club – Food for Thought” Monday June 26th.

The Gallery and Display cases have images and artwork from Latin Artists presented by ICAL.

Book groups for June are: “Young Adult Books for Adult Readers” Saturday June 3rd; “The Greats” Book Club Saturday June 10th; and “Just the Facts: A Non-fiction-Only Book Club” on Saturday June 24th.

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

The Children’s Department did not schedule any programs for June.

July programs start Thursday July 6 with “Mini Golf”; Mondays July 10th, 17th, and 24th “Makers Lab”; Tuesdays July 11th, 18th and 25th “Crafternoon” and “Pint Sized Crafts”; “Wednesday July 12th, 19th, and 26th “Tiny Tots Story Time”, “Rhythm & Rhyme”, and “Video Game Club”; Thursdays July 13th, 20th and 27th “The Young & The Restless”, “Bilingual Story Time” and “Lego League”; Friday July 14th “Yoga for Kids” , “Barks & Books :Read With Rodney and Baby Ruth”; Friday July 21st “Yoga for Kids”; Friday July 28th “Yoga for Kids”; “JPL After Dark ”; and Saturdays July 15th, 22nd, and 29th “Afternoon at the Movies.”

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen reported that “Pub Trivia” is doing very well, and there is always a waiting list for the adult craft programs. Ms. Flynn participated in Adult Paint night and was very impressed. She suggested a regular painting program.

Mayor Labrosse suggested asking Al Dib about a license to serve alcohol and have a “paint and sip” event when the library is closed.

Ms. Castanteen said programs scheduled in July include “Essential Oil” where you learn how to make natural products such as bug spray and hand sanitizer and on July 18th “Pub Trivia’s” topic is “Not Your Kids Cartoons”.

Ms. Castanteen reported that Cathy FolkPushee helped a man, injured in a car accident, re-do his resume in order to target his particular skills. When he completed his sessions with Ms. Folk-Pushee, he was much more hopeful.

b. Gifts and Letters of Appreciation

Ms. Castanteen reported that Ms. Maureen Taffe, former Library Director, visited the library and sends her warmest regards to the Trustees.

Ms. Taffe presented a check for the library’s Paver Program with instructions to purchase two memorial pavers.

A second check from Ms. Taffe for the Children’s Department will purchase two memorial books, and add \$75 to be used for their “Arts and Crafts” programs.

In total, Ms. Taffe donated \$325 to the library.

A thank you letter was received from the State Instructor for JPL's Assistive Technology Program.

13. Old Business

Ms. Kirsch presented the Trustees with a resolution:

JOHNSON PUBLIC LIBRARY
RESOLUTION
ESTABLISHING A RESTRICTED EMPLOYEE HEALTH CARE FUND

WHEREAS, the Board of Trustees of the Johnson Public Library (the "Board") has the fiscal responsibility to ensure the operation of the library; and

WHEREAS, the Johnson Public Library (the "Library") is self-insured, and thus subject to unknown liability for medical care for its employees,

NOW THEREFORE,

BE IT RESOLVED that the Treasurer be and hereby is authorized and directed to establish a "Health Care Reserve Account" at NJ Cash Management Fund.

BE IT FURTHER RESOLVED that Board affirms that any amount placed in the aforesaid fund, once established, be and hereby is restricted for employee healthcare expenses; and

BE IT FURTHER RESOLVED that the Board authorizes the transfer of such funds from the Operating Account from time to time to be used to fund employee's health care expenses.

Linda Flynn, President

Cynthia Ortiz, Secretary

Meeting Date: June 13, 2017

| Date: June 13, 2017 Roll Call Vote: | Aye | Nay |
|-------------------------------------|--------|-----|
| Linda Flynn | X | |
| Anthony Marseglia | Absent | |
| Laura Kirsch | X | |
| Cynthia Ortiz | X | |
| Kristi Izzo | Absent | |

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|-----------------------------|--------|--|
| Sonia Recarte | X | |
| Robin Coles | Absent | |
| Mayor John Labrosse | X | |
| Superintendent J. Cicchelli | Absent | |

14. New Business

No report

15. Adjournment

On motion of Ms. Kirsch, seconded by Ms. Recarte, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary