

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 12, 2017. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

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

Not Present

Ms. Cindi Ortiz
Ms. Rosemary Marks, 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 June 13, 2017 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Flynn, Ms. Izzo and Mr. Marseglia abstaining, the minutes of the June 12, 2017 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
June 201	\$375,515.54	\$ 1,796,833.59
Disbursements:	\$214,753.00	<u>1,133,288.70</u>
Cash balance as of June 30, 2017		\$ 633,544.89
Capital Account:		
Income:	June 2017	\$ 10.44
Disbursements:		<u>0.00</u>
Cash balance as of June 30, 2017		\$29,861.82
Donation Account:		
Income:	June 2017	\$ 217.32
Disbursements:		<u>0.00</u>
Cash balance: June 30, 2017		\$24,115.03
Librarian's Special Account		
Income:	June 2017	\$ 86.75
Disbursements:		<u>45.00</u>
Cash balance: June 30, 2017		\$ 19,319.45
Paver Account:		
Income:	June 2017	\$ 201.99
Disbursements:		<u>0.00</u>
Cash balance as of June 30, 2017		\$ 5,903.22

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account	July 2017	
Income:	\$249,865.86	\$ 2,046,699.45
Disbursements:	\$578,120.86	\$ <u>1,711,409.56</u>
Cash balance as of July 31, 2017		\$ 335,289.89

Capital Account:

Income:	July 2017	\$ 14.48
Disbursements:		<u>00.00</u>
Cash balance as of July 31, 2017		\$ 29,876.30

Donation Account:

Income	July 2017	\$ 11.64
Disbursements:		<u>00.00</u>
Cash balance: July 31, 2017		\$ 24,126.67

Librarian's Special Account

Income:	July 2017	\$ 79.37
Disbursements:		<u>260.00</u>
Cash balance: July 31, 2017		\$ 19,138.82

Paver Account:

Income:	July 2017	\$ 2.82
Disbursements:		<u>00.00</u>
Cash balance as of July 31, 2017		\$ 5,906.04

	<u>Month</u>	<u>Year-to-Date</u>
	August 2017	
Operating Account		
Income:	\$250,131.94	\$2,296,831.39
Disbursements:	\$159,781.62	\$ <u>1,871,191.18</u>
Cash balance as of August 31, 2017		\$ 425,640.21

Capital Account:

Income:	August 2017	\$ 14.97
Disbursements:		<u>0.00</u>
Cash balance as of August 31, 2017		\$ 29,891.27

Donation Account:

Income	August 2017	\$ 12.09
Disbursements:		<u>0.00</u>
Cash balance: August 31, 2017		\$24,138.76

Librarian's Special Account

Income:	August 2017	\$ 244.69
Disbursements:		<u>88.00</u>
Cash balance: August 31, 2017		\$19,295.51

Paver Account:

Income:	August 2017	\$ 2.96
Disbursements:		<u>.00</u>
Cash balance as of August 31, 2017		\$ 5,909.00

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

b. Bills: Ms. Castanteen

July 2017 Budgetary Account Bills	\$580,774.63
July 2017 Librarian's Special Acct. Bill	260.00
August 2017 Budgetary Account Bills	\$150,466.92
August 2017 Librarian's Special Acct. Bills	88.00
September 2017 Budgetary Acct. Bills	\$269,477.71
September 2017 Librarian's Special Acct. Bills	40.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2016 Audit

Ms. Kirsch reported she reviewed the 2016 audit and found there no corrections or suggestions by the auditor.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board accepted the 2016 Audit.

Ms. Kirsch said because of the increasing costs of health the Board had approved a “Restricted Health Care Fund” at the last meeting to add any money available at the end of the year.

This year we have paid a bill which included the last two months of 2016 and the first quarter of 2017 and it was almost half of the amount budgeted for 2017.

With two people who have serious health issues our cost could be substantially increased since the City raised the self-insured stop loss threshold from \$60,000 to \$100,000 per employee. Also, the stop loss reimbursement comes much later from another insurance company.

Ms. Kirsch said that she and Sharon will talk to Jim Mangin, CFO, for Hackensack should there be a real problem.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the Raccoons are missing, but will be replaced in the fall.

The bathrooms have been painted.

Millenium is working on the bid documents for the sprinkler system in the basement.

We are still waiting for the City Project Manager to decide if we have room enough to place a generator.

8. Personnel Committee: Mr. Marseglia

Mr. Marseglia acknowledged the resignations of Dana Dasch-Goldberg, Librarian, as of August 17, 2017 and Patrick O’Connor, Security Guard, as of September 1, 2017.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the hiring of Keila Ynfante, Security Guard, to replace Patrick O'Connor as of September 7, 2017.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved a \$4,000 non-retroactive merit increase for Michelle Ferreira, Bilingual Outreach Coordinator, bringing her salary to \$48,740, as of October 1, 2017. Ms. Ferreira is now covering the Reference Desk, as added duties outside of her original job description.

9. Policy Committee: Mr. Marseglia

Mr. Marseglia said the "Gifts to the Library" Policy needs to be revised.

The Board discussed the policy and made changes which will make the policy less confining, and said that gifts with "special requirements" should be approved by the Trustees, not the Library Director.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, Ms. Izzo abstaining, the "Gifts to the Library" Policy A220 was approved with the amendments.

10. Strategic Planning Committee: Ms. Izzo

Ms. Izzo commented on the success of the Eclipse event.

Ms. Izzo said our goal is people feeling positive about the library with a sense that it is part of the community. As the community changes so should the library.

Ms. Izzo said the space assessment is central to the strategic plan, cleaning out the 700 Room, clearing out government documents for a teen room, re-thinking and re-organizing the space to make the library an irresistible location.

Ms. Izzo suggested having a "Friends of the Library" is possible as a Hackensack resident has expressed interest in starting the group.

The group would be 15 to 18 people and the hope is to have the first meeting in the spring of 2018.

11. Community Affairs: Ms. Castanteen

Ms. Castanteen distributed the brochures to the Trustees.

Programs in September include: “Special Saturday Inspect Your Gadget Class!” Saturday September 9th; “Adult Craft Night Out!” Tuesday September 12th; “Adult Coloring Club” Tuesdays September 12th and 26th; “At Home Companions Recruitment Event” Wednesday September 13th; “Senator Bob Menendez’s Constituent Day” Thursday September 14th; “Essential Oils” Tuesday September 19th; “The Lord of the Rings Pub Trivia” Tuesday September 19th; “Free Women’s Car Care Clinic!” Wednesday September 29th; “Expungement Seminar” Friday September 22nd; “Fall Piano Concert-Notes of Joy!” Saturday September 23rd; and “Open Mic Night Featuring Kenny Cunningham” Thursday September 28th.

Books Groups for September include “The Greats” Wednesday September 13th; “Food for Thought” Monday September 18th; “and Just the Facts: Nonfiction Only” Saturday September 23rd.

“Citizen Classes” are Mondays and Thursdays; “ESL Conversation Classes” are Wednesdays and Thursdays; “Leap Assistive Technology Class: Computer Basics” Fridays September 1st, 15th, 22nd and 29th; “Inspect Your Gadget” Thursdays, “Score” is schedule Tuesdays, Wednesdays or Thursdays – registration is required; and “Job Search Help” is available by appointment.

Teen events for September include “Escape the Room” September 12th; “Video Games/Board Games/Minecraft” September 19th and “Oreos and Art Club” September 26th.

The Children’s Department has scheduled: “Kids! Learn to Play the Guitar” Saturdays September 9th through October 21st and “Back to School Dance” Friday September 22nd.

Ms. Castanteen said programs coming in October include: New Jersey Sales for business owners. Additional museum passes are coming for the Brooklyn Botanical Gardens; also a Coding Club for Teens; “How to Start a Small Business” and Tax information for online businesses.

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

“Art on Display – Animals in the Wild” is presented by Allan Patrett.

We are trying out mobile hot spots for a two week loan period.

“Notes of Joy!” on Saturday September 23rd will feature young student pianists who have won many awards.

b. Vision Screening

The Hackensack Lions Club has requested permission to use the library auditorium to do vision screening of younger children

Ms. Castanteen said they have a certificate of insurance and all the necessary equipment and volunteers to do the screening.

The Board approved the request.

c. Gifts and Letters of Appreciation

Ms. Castanteen said she received a commendation for our security guards from Mr. Ehrenberg, the City Manager.

We received many thanks for the eclipse program.

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Ms. Coles, seconded by Ms. Recarte the meeting was adjourned at 5:36 p.m.

Respectfully submitted

Sharon Castanteen
Assistant Secretary