

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, November 14, 2017. The meeting was called to order at 4:00 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Sonia Recarte  
Ms. Barbara Schuit, Assistant Director  
Ms. Stephanie Von Rudenborg, Council Liaison  
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 October 10, 2017 Board Meeting

Ms. Izzo said the October 10<sup>th</sup> minutes had some grammatical errors to be corrected as follows: on page 4 paragraph 7 – “On motion of Ms. Izzo, seconded by Ms. Coles, the Board adopted the goals of the library contained in the “Strategic Plan”.

Ms. Izzo said the space assessment is an integral part of the plan. There is a good space, but it needs to be repurposed and made more beneficial for the community.

Less physical collections will create more space for other purposes. Staff will need to be trained to help patrons use digital materials, which in turn will increase circulation and help the library address the changing needs of the community. Creating a teen

space and additional seating will also be included.

Ms. Izzo said Ms. Castanteen has contacted other libraries for their recommendations for an Architect/Design Firm and she will ask the Board to approve a release of an RFQ to solicit professional services.”

Ms. Kirsch said on page 3 under Budget and Finance the first paragraph should be corrected as follows: “Ms. Kirsch said she is working on the operating budget for 2018 that will include a request for an increase in our municipal appropriation. She will present the budget to the Board in November for approval.”

On motion of Ms. Izzo, seconded by Mr. Marseglia, the October 10, 2017 minutes were approved as corrected.

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:		
October 2017	\$269,641.70	\$2,817,554.97
Disbursements:	\$166,912.67	2,196,777.63
Cash balance as of October 31, 2017		\$ 620,777.34
Capital Account:		
Income:	October 2017	\$ 14.50
Disbursements:		<u>0.00</u>
Cash balance: October 31, 2017		\$29,920.75
Donation Account:		
Income:	October 2017	\$ 191.71
Disbursements:		<u>0.00</u>
Cash balance: October 31, 2017		\$24,342.57
Librarian’s Special Account:		
Income:	October 2017	\$ 89.37

Disbursements:		<u>30.00</u>
Cash balance:	October 31, 2017	\$19,364.54

Paver Account:

Income:	October 2017	\$ 102.87
Disbursements:		<u>0.00</u>
Cash balance:	October 31, 2017	\$ 6,014.83

Ms. Kirsch anticipates that the large balance in the operating account will be mostly expended when medical bills come in. An account has been established to handle medical costs and it may be necessary to move money into the account in December.

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

b. Bills: Ms. Castanteen

November 2017 Budgetary Account Bills	\$220,155.11
November 2017 Librarian’s Special Acct. Bill	129.99

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2018 Budget Request

Ms. Kirsch and Mr. Marseglia said the proposed 2018 Operating Budget was tight.

The City views us as a department, we are not a department. Unlike city departments, we have to pay our own salary, pension and the health costs. With no way to control medical expenses, a cut in our city appropriation one year and much smaller than requested appropriations in other years leaves us in a very tight financial situation.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the proposed tentative 2018 Operating Budget, a 6% increase in appropriation, revenues and expenditures of \$3,432,294

b. Resolution to join Purchasing Cooperative

Ms. Kirsch said the “Education Services Committee of New Jersey” prepared the resolution.

Ms. Kirsch read the resolution to the Board.

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE JOHNSON PUBLIC LIBRARY OF HACKENSACK  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on July 10, 2017 the governing body of the Johnson Public Library of Hackensack, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Johnson Public Library of Hackensack.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Library Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

On motion of Ms. Kirsch, seconded by Ms. Izzo the Board accepted the resolution.

Date: November 14, 2017 – Roll Call	Aye	Nay
Linda Flynn	X	

Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	Absent	
Robin Coles	X	
Stephanie Von Rudenborg, Council Liaison	Absent	
Superintendent Rosemary Marks	Absent	

**CERTIFICATION**

I hereby, certify that the above resolution was adopted by the Johnson Public Library of Hackensack at the Board meeting held on November 14, 2017.

By: *Linda Flynn*  
 Linda Flynn/President, Library Board of Trustees

ATTEST By: \_\_\_\_\_  
 (NAME AND TITLE)

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said that the specifications for the sprinkler are not done the company is waiting for the CAD files from Anthony Iovino.

Ms. Kirsch said the storm on October 29<sup>th</sup> and 30<sup>th</sup> created a leak in the roof which damaged a computer. It will cost \$940 to replace. Ms. Castanteen submitted a claim to our insurance company.

The roof was still under warranty and the leak, which was caused by a cement buildup around the drains, has been repaired by the roofing company. Our maintenance men have cleaned out the roof drains to prevent further problems.

New security cameras have been ordered for the auditorium, parking lot and the safe area.

8. Strategic Planning Committee: Ms. Izzo

Ms. Izzo reported that the draft of the Strategic Plan that she sent previously included the changes to the mission/vision statements that were approved by the Trustees at their October meeting.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board approved the Strategic Plan, placing it on the library website and sending a link to the plan to the people who helped with a statement- thank you for participating.

Ms. Izzo said at the December meeting she would like to discuss the Draft Space Assessment draft provided to Board and proposed a walking tour of the library at the start of the December 12, 2017 meeting.

The proposed changes include moving the children's department to the basement.

Ms. Kirsch said it would be helpful to know the range of the grants which will be available for library construction purposes.

A Foundation could be setup to allow donations to be received to help with the cost of the renovations.

9. Policy Committee: Mr. Marseglia

a. Policy on Children in the Library

Mr. Marseglia said an incident in the Children's Department, when an adult stayed longer than necessary, made it necessary to consider revising the policy.

Mr. Marseglia said after reviewing the policy again he thinks that the wording could be improved. He will review the policy and present it to the Board at the December meeting for their approval.

10. Personnel Committee: Mr. Marseglia

a. Personnel

Mr. Marseglia reported that Anthony Lombardi was hired October 23, 2017 as a part time Building Maintenance Worker for 19 hours per week at \$18 per hour.

On motion of Mr. Marseglia, seconded by Ms. Kirsch the personnel action was approved.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved an annual salary of \$125,000 for Ms. Castanteen.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz commented on the clever 2018 “Pub Trivia” flyer.

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

The 2017 “Winter Exhibit” of the Hackensack Art club was coordinated by Helen DiCarlo.

Programs scheduled for November include: “English Conversation Classes” Wednesdays and Thursdays; “Citizenship Classes” on Mondays and Thursdays; “Inspect Your Gadget” on Thursdays; “Yoga” on Thursdays – registration is required; “LEAP Assistive Tech Class: iPad Basics” Fridays; “Veterans Affairs Benefits” Friday November 3<sup>rd</sup>; on Monday November 6<sup>th</sup> “Monday Morning Music”; and “e-Library How-To” – registration required; on Tuesday November 8<sup>th</sup> “Alzheimer’s: Know the 10 Signs”-registration required and “Be your Own Graphic Designer, Part 2”-registration required; Thursday November 17<sup>th</sup> “Fundamentals of NJ Sales Tax” and “Expungement Seminar”; Tuesday November 21<sup>st</sup> “Pub Trivia” at the Poitin Still; and November 30<sup>th</sup> “Open Mic Night”.

Book Clubs scheduled for November: Saturday November 4<sup>th</sup> “The Greats Book Club” and “YA Books for Adult Readers”; Saturday November 11<sup>th</sup> “Just the Facts: A Non-Fiction-Only Book Club” and Monday November 13<sup>th</sup> “Food for Thought Cookbook Club”.

Patrons can come in to the library or schedule an appointment with a “Social Work Intern” to discuss their questions regarding community resources, career and life planning.

The library has a new program “Baby Box” that provides free starter kits for infants.

Hackensack residents only can borrow a “Mobile Hotspot” for free access to the Internet on the go.

The library will be closed Thursday 11/23 and Friday 11/24 for Thanksgiving.

Teen programs scheduled for November include: Teen Tuesdays 3:15-40 p.m.; “Coding Club” Wednesday November 15<sup>th</sup>; “STEM Games” Thursday November 2<sup>nd</sup>; and “Volunteens” on Wednesday November 15<sup>th</sup>.

Programs scheduled for the Children’s Department in November include: Mondays “Maker’s Lab”; Tuesdays “Sensory Story Time” and “Homework Helper”; Wednesdays “Tiny Tots Story Time”, “Rhythm & Rhyme” and “Video Game Club”; Thursdays “The Young & The Restless for Preschoolers”, “Bilingual Story Time”, “Crafternoon” and “Homework Helper” and on Friday November 10<sup>th</sup> “Barks & Books: Read With Rodney, The Therapy Dog”; and a free vision screening test on Saturday November 4<sup>th</sup>.

Movies will be shown on Saturdays at 2:00 p.m.

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the “Haunted Library” had 700 people. The crowd was unprecedented. Mari Zigas and her staff did a wonderful job.

Laurie Meeske our new outreach librarian is doing very well. She is tireless in her efforts.

Ms. Castanteen said a big winner for us is Hoopla, since BCCLS dropped it we have our patrons thanking us. A brick was purchased in honor of Hoopla.

In the 2018 the budget for books is down, but the database budget is up to \$20,000.

Ms. Castanteen said Keri Adams and Liz Paredes have added events to the YA programs such as “STEM” with great results.

b. Gifts and Letters of Appreciation

Ms. Castanteen read the letter received from the social worker intern, a Rutgers’ student, saying her time here was wonderful and thanking the library staff for their help and support.

Ms. Castanteen will investigate the possibility of getting another intern.

13. Old Business

No report

14. New Business

No report

5. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:15p.m.

Respectfully submitted  
Cynthia L.C. Ortiz  
Secretary