

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, February 13, 2018. 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

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. Sonia Recarte  
Ms. Robin Coles  
Ms. Rosemary Marks, 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 January 9, 2018 Board Meeting

Ms. Izzo asked if it should be added that Mr. James Mangin was listed under "Ex-Officio" and then changed to "Also Present".

Ms. Kirsch said she thought the statement is okay as it is.

On motion of Ms. Izzo, seconded by Ms. Ortiz, the January 9, 2018 Board Minutes were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>January Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$382,033.11	\$382,033.11
Disbursements:	\$208,209.33	\$208,209.33
Cash balance as of January 31, 2018		\$ 173,823.78

Capital Account:	<u>January Month</u>	<u>Year-to-Date</u>
Income:	\$16.63	\$ 16.63
Disbursements:		<u>00.00</u>
Cash balance as of January 31, 2018		\$ 29,966.89

Donation Account:	January 2018	
Income:	\$13.78	\$ 310.00
Disbursements:		<u>00.00</u>
Cash balance: January 31, 2018		\$ 25,155.34

Librarian's Special Account:	January 2018	
Income:		\$ 70.73
Disbursements:		<u>109.95</u>
Cash balance: January 31, 2018		\$ 19,084.42

Paver Account:	January 2018	
Income:		\$ 3.34

Disbursements:	<u>00.00</u>
Cash balance: January 31, 2018	\$ 6,024.05

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

b. Bills: Ms. Castanteen

February 2018 Budgetary Account Bills	\$331,223.96
February 2018 Librarian’s Special Acct. Bill	147.00

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

6. Budget and Finance Committee: Ms. Kirsch

The two people on COBRA are now off. There may be residual medical bills still coming, but our insurance billing will be better than anticipated.

Ms. Kirsch reported that with the payment of the third quarter medical bill listed in the February “List of Bills” we are now caught up with 2017

Ms. Izzo asked about the 4<sup>th</sup> quarter bill for 2017 which is still outstanding.

Ms. Kirsch said that payment of the 4<sup>th</sup> quarter 2016 medical bill in 2017 means we have paid 4 quarters for last year.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported the “RFQ” was published in January with a deadline of February 27<sup>th</sup>.

Ms. Kirsch said that she and the Building Committee are in the process of looking at buildings renovated by some of the Architects that have been recommended.

They will be at the Paramus Library this week which recently underwent a major renovation.

The renovation in Paramus Library was done without an architect, and only with the help of a designer. This means that we could possibly use a designer for our project.

Councilwoman Von Rudenberg asked if there is a difference between a designer an architect and do you need to use an architect.

Ms. Kirsch said we will have more information to make that decision after the visit to Paramus and other libraries.

Ms. Castanteen said we may need an architect because we might have to repurpose our space. She said Paramus had to close for 10 months, but they had a branch and we do not.

Ms. Kirsch said that as stated in the “RFQ” we have the option to do the renovation in stages, so we may not need to close the library.

We are still waiting for the specifications for the sprinkler system. The engineer stated that he is waiting for the water test and the company will not be able to do that until April.

According to the engineer, we will need a new line for the water system. This will be costly. When we are ready to proceed we will have to address this situation.

8. Policy Committee: Mr. Marseglia

a. Meeting Room Policy

Mr. Marseglia said a patron suggested we include in our “Meeting Room Policy” a statement regarding the need for a “\$1,000,000 Liability Certificate”. The Certificate of Insurance is mentioned in the application, but not on the policy.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved an amendment to the policy as follows: “The organization must provide a certificate of liability insurance for the amount of one million dollars (\$1,000,000).”

b. Public Notary

Ms. Castanteen said there have been requests from patrons for the services of a Notary Public.

The Trustees discussed the possibility of providing these services.

Will there be a charge or should a donation be requested in place of charging? Is this service for Hackensack residents and people who work in Hackensack only? Should the service be advertised or not, will there be specific times the service is available or should people make appointments?

Mr. Marseglia said he has the policy from Millburn Library. He will report to the Trustees at the next meeting with a draft of a policy for our library.

9. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said several library-recommended architectural firms were contacted. They were happy to be approached about the project.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the colorful flyers and the brochure to the Trustees.

The cost of printing the brochure was \$1,900 and included in the Chronicle it will reach about 20,000 households.

The Gallery has a retrospective of John Dunic's paintings.

The Display Cases feature Michelle Rice's collection of Black Dolls for Black History Month.

Adult programs for February include: "ESL Classes"; and "Inspect Your Gadget" on Thursdays; "Citizenship Classes" on Thursdays and Mondays; "English Conversation Classes", on Wednesdays and Thursdays; "Foreclosure & Personal Bankruptcy Seminar" Wednesday the 7<sup>th</sup>; "L.E.A.P. Information Session" the 10<sup>th</sup>; "Cookbook Club" Monday the 12<sup>th</sup>, "inspect Your Gadget" Thursdays the 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>; "Helpful Tax Tips" the 19<sup>th</sup> "Pub Trivia" the 20<sup>th</sup>; "Open Mic Night" the 22<sup>nd</sup>; "Veterans Affairs-Benefits" the 23<sup>rd</sup>; "Frost Kings Winter Concert" the 24<sup>th</sup>; and "RB Digital How-To" the 25<sup>th</sup>."

“The Greats Book Club”; and “Teen Books for Adult Readers Book Club” are scheduled for Saturday the 10<sup>th</sup>.

Teen Programs of February include: the “Lego Ninjago Movie” on Tuesday February 6<sup>th</sup>; “Teen STEM Games”; “Coding Club” “Video Games/Minecraft”; “Volunteens” “Board Games” and “Lovers & Haters V-Day Party.”

Children’s Room programs scheduled for February include: “Maker’s Lab” on Mondays; “Sensory Story Time” and “Homework Helper” on Tuesdays; “Tiny Tots Story Time”; “Rhythm & Rhyme”; and Video Game Club” on Wednesdays; “The Young & the Restless for Preschoolers”; “Bilingual Story Time”; and “Homework Helper” on Thursdays; “Barks & Books: Read With Rodney & Baby Ruth” on Friday February 16<sup>th</sup> and “Mommy & Me Yoga” – February Only; and “ESL Classes for Kids-Only For Beginners” on Fridays and on Saturdays “Barks & Books: Read with Brady” on February 3<sup>rd</sup> and movies at 2:00 p.m.

In February the Children’s Room will be collecting donations for the Bergen County Family Shelter in Hackensack. For each donation a 25¢ forgiveness card will be issued to be used towards children’s items.

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the “Share the Love” program was very successful last year and almost no one took the fine forgiveness card.

We are working with Councilwoman Von Rudenborg and librarian Laurie Meeske on outreach programs to the children in the Cancer Center at HUMC.

We now have ESL classes for children. This service was requested by many of our parents.

Thirty-two of our citizenship class members received their citizenship in 2017, thanks to the help of Library Associate Michelle Ferreira.

b. Makers Day, March 10, Haunted Library, October 27

On Maker’s Day there will be many activities including a “paper roller contest”, a “hands on catapult”; and Ms. Castanteen will bring in a large Lego robot for the “Lego Program”.

Ms. Castanteen said the “Haunted Library” is scheduled for Saturday October 27<sup>th</sup>

Ms. Castanteen said to avoid turning away patrons, we would need two Haunted Library sessions. If the library closed at noontime - two sessions one from 12:00 to 4:00 p.m. and the second from 5:00 to 9:00 p.m. could be scheduled.

The Board suggested giving out tickets to each session to control the attendance.

The Board approved the closing of the library at noontime on Saturday, October 27<sup>th</sup> .

Ms. Schuit said “Paint Night” for adults has been scheduled for March, April and May.

c. Gifts and Letters of Appreciation

A thank you email was received from Kathleen Cronin at the Ciarco Center

Paul Nickels sent a thank you email and mentioned Antoinette, our social work intern. He stated this is a wonderful program that every library should have.

A \$100 donation was received from Valerie Clark in memory of her parents.

A \$100 donation was received from Kathleen and Robert Jacoby.

12. Old Business

Ms. Izzo asked about the book delivery situation.

Ms. Castanteen said the decision to go out to bid for delivery services was made by the Library Link, a non-profit arm of the State Library. It has not worked out as anticipated and the company Expak has notified the state library they will quit after four months.

Ms. Kirsch said information about the ongoing situation should be posted on our website or sent to our newsletter list

Ms. Castanteen said that would be difficult as the situation is fluid and changes day to day.

13. New Business

No report

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at 5:05 p.m.

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary