

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 13, 2018. The meeting was called to order at 4:05 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

Ex-Officio

Ms. Stephanie Von Rudenberg, 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. 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 February 13, 2018 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the February 13, 2018 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>February, 2018</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$250,861.40	\$632,894.51
Disbursements:	\$291,453.55	\$499,662.88
Cash balance as of February 28, 2018		\$ 133,231.63

Capital Account:	<u>February 2018</u>
Income:	\$17.82
Disbursements:	<u>00.00</u>
Cash balance as of February 28, 2018	\$29,984.71

Donation Account:	<u>February 2018</u>
Income:	\$14.82
Disbursements:	<u>00.00</u>
Cash balance: February 28, 2018	\$25,170.16

Librarian's Special Account:	<u>February 2018</u>
Income:	\$81.41
Disbursements:	<u>147.00</u>
Cash balance: February 28, 2018	\$ 19,018.83

Paver Account	<u>February 2018</u>
Income:	\$3.58
Disbursements:	<u>00.00</u>
Cash balance: February 28, 2018	\$ 6,027.63

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

b. Bills: Ms. Castanteen

March 2018 Budgetary Account Bills	\$229,098.86
March 2018 Librarian's Special Acct. Bill	40.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that Mr. James Mangin, CFO for the City of Hackensack, will be meeting with Ms. Castanteen and members of the Budget and Finance Committee to discuss the library appropriation for 2018. We do not have a date for the meeting at this time.

7. Building and Grounds Committee: Ms. Kirsch

Ten architects responded to our RFQ and submitted qualification statements.

The Buildings and Grounds Committee will meet on Tuesday March 20th at 4:00 p.m. in Ms. Kirsch's office to review the statements.

Ms. Izzo will develop a list of guidelines for choosing the architect. After reviewing the statements the Committee will bring their recommendations to the Board. The Board will have final approval.

We are still waiting for the specifications for the sprinkler system from Turn Key. Suez Water will have to inspect the water lines before we can begin the project.

We passed the City's fire inspection.

Three new cameras have been installed, one in the auditorium, one on the safe and one in the parking lot well.

8. Policy Committee: Mr. Marseglia

a. Public Notary

Mr. Marseglia asked the Board if there were any additions or corrections to the "Policy for Notary Services" included in the Board packet.

The following corrections were discussed:

item #5 take out "free will"

item #12 remove the last sentence beginning with “Not all staff”

“Shall” should replace “will” or “may” throughout the document.

Item #7 should be revisited after reviewing the City’s policy in terms of liability for the Notary.

A decision on the policy was postponed until the April Board Meeting.

9. Strategic Planning Committee: Ms. Izzo

Ms. Izzo said she and Ms. Castanteen, Ms. Kirsch and Ms. Schuit visited the Paramus Library to see the renovation that had been done.

The library is large and the renovations have created a flexible and multi-purposed space.

Mahwah Library will be visited to see their new teen space.

Ms. Castanteen is calling library directors for comments on the architects who requested qualification.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

The e-Newsletter is appreciated by the Board and they asked that Genesis Jais be commended for her work.

The art display “The American Experience” is coordinated by Nathaniel Briggs.

Adult Department programs scheduled for March include: “Monday Morning Music” Monday, March 5th; “Retired? Volunteer!”, Tuesday March 6th; “Yoga” Tuesdays March 6th thru April 10th; “Adult Paint Night” Tuesday March 13th; “Arthritis Management & Joint Protection Techniques” Wednesday March 14th; “Small Business Workshop: How to Start a Small Business in New Jersey” Wednesday March 14th; “Lecture: Our History is Forever” Thursday March 15th; “The 80’s Pub Trivia” Tuesday March 20th; “Veterans Affairs-Benefits” Friday March 23rd; “Cloud Library How To” Wednesday March 29th; and “Open Mic Night” featuring Belly dancing Thursday March 29th.

“NJ Makers Day” is a special event for all ages on Saturday March 10th.

Library Book Clubs for March include: “YA Books for Adult Books Readers” Saturday March 10th; “Just the Facts: A Non-fiction Book Club” Saturday March 17th; “Food for Thought” Cookbook Club; Monday March 29th; “The Greats” Book Club” Saturday March 24th.

Offered every month are “ESL Conversation Classes” Wednesdays and Thursdays; “Inspect Your Gadget” Thursdays; “Citizenship Classes” Mondays and “Meet with a Social Work Intern” Wednesdays, Thursdays and Fridays.

Teen Tuesdays programs scheduled for March include: “Coco” Tuesday March 6th; “STEM Games” Thursday March 8th; “Makers Day” Saturday March 10th; “Video Games/Minecraft” Tuesday March 13th; “Coding Club” Thursday March 15th and “Cake Pops” Tuesday March 20th.

Registration for “Learn to Play the Guitar!” a program for children ages 8 to 18 starts March 1st. Classes begin Saturday April 7th and run through Saturday May 26th. There is a non-refundable fee of \$50 per participant.

The Children’s Room has scheduled a special program on Friday March 2nd “Read across America Day!” for grades 3 and below with many activities, raffles and snacks to celebrate Dr. Seuss’ birthday.

Other Children’s programs scheduled for March include: “The Young & the Restless”; “Bilingual Story Time”; “Homework Helper”; “ESL Classes for Kids”; “Sensory Story Time”; “Tiny Tots Story Time”; “Rhythm & Rhyme”; “Video Game Club”; “Barks & Books: Read with Rodney & Baby Ruth”; “Makers Day”; and Saturday afternoon movies.

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said that “Maker’s Day” was smooth with 25 stations and over 200 people in attendance.

Ms. Castanteen reported that Ms. Laurie Meeske, Outreach Librarian, was able to attract sponsors whose support totaled over \$1,200 for “Maker’s Day”. The Board asked Ms. Castanteen to thank Ms. Meeske for her efforts in getting that support.

b. Gifts and Letters of Appreciation

Bergen Community College students sent thank you notes to Ms. Schuit for the ESL tours.

Irene Berman sent a thank you for Keri Adams, Kate Cannarozzi and Elisabet Paredes for their work in gathering books from other libraries for the Book Club.

Ms. Taffe sent a \$30 donation in memory of Debbie Bock's father.

12. Old Business

No report

13. New Business

No report

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 4:47 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary