The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 11, 2018. The meeting was called to order at 4:03 p.m.

1. **Roll Call**

   Ms. Linda Flynn, Presiding  
   Mr. Anthony Marseglia  
   Ms. Cindi Ortiz  
   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**

   Laura Kirsch, Esq.  
   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 June 12, 2018 Board Meeting**

   On motion of Mr. Marseglia, seconded by Ms. Coles, with Ms. Izzo abstaining, the minutes of the June 12, 2018 Board Meeting were approved.
4. **Public Comment**

No report

5. **Treasurer’s Report: Mr. Marseglia**

a. **Report: Mr. Marseglia**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Month</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td>June 2018</td>
<td>$1,686,286.16</td>
</tr>
<tr>
<td>Disbursements:</td>
<td>$241,215.33</td>
<td>1,237,912.07</td>
</tr>
<tr>
<td>Cash balance as of June 30, 2018</td>
<td>$630,374.09</td>
<td></td>
</tr>
<tr>
<td><strong>Capital Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td>June 2018</td>
<td>$21.69</td>
</tr>
<tr>
<td>Disbursements:</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Cash balance as of June 30, 2018</td>
<td>$30,062.54</td>
<td></td>
</tr>
<tr>
<td><strong>Donation Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td>June 2018</td>
<td>$218.37</td>
</tr>
<tr>
<td>Disbursements:</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Cash balance:</td>
<td>June 30, 2018</td>
<td>$25,800.73</td>
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<tr>
<td><strong>Librarian’s Special Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td>June 2018</td>
<td>$39.87</td>
</tr>
<tr>
<td>Disbursements:</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>Cash balance:</td>
<td>June 30, 2018</td>
<td>$7,062.40</td>
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<tr>
<td><strong>Paver Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td>June 2018</td>
<td>$4.50</td>
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<tr>
<td>Disbursements:</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Cash balance as of June 30, 2018</td>
<td>$6,943.72</td>
<td></td>
</tr>
</tbody>
</table>
### Month        Year-to-Date

#### July 2018

**Operating Account**
- **Income:** $242,800.10  
  $2,111,086.26 
- **Disbursements:** $176,003.29  
  $1,413,915.36 

**Cash balance as of July 31, 2018**  
$697,170.90

**Capital Account:**
- **Income:**  
  July 2018  
  $21.66 

**Disbursements:** 
00.00 

**Cash balance as of July 31, 2018**  
$30,084.20

**Donation Account:**
- **Income:**  
  July 2018 $98.53 

**Disbursements:**  
00.00 

**Cash balance:**  
July 31, 2018 $25,899.26

**Librarian’s Special Account**
- **Income:**  
  July 2018  
  $160.13 

**Disbursements:**  
70.00 

**Cash balance:**  
July 31, 2018 $7,152.53

**Paver Account:**
- **Income:**  
  July 2018  
  $4.74 

**Disbursements:**  
00.00 

**Cash balance as of July 31, 2018**  
$6,948.46

#### August 2018

**Operating Account**
- **Income:** $127,118.65  
  $2,238,204.91 
- **Disbursements:** $156,420.87  
  $1,570,336.23 

**Cash balance as of August 31, 2018**  
$667,868.68
Capital Account:
Income: August 2018 $23.00
Disbursements: 0.00
Cash balance as of August 31, 2018 $30,107.20

Donation Account:
Income: August 2018 $978.52
Disbursements: 0.00
Cash balance: August 31, 2018 $26,917.66

Librarian’s Special Account
Income: August 2018 $40.46
Disbursements: 108.00
Cash balance: August 31, 2018 $7,084.99

Paver Account:
Income: August 2018 $205.31
Disbursements: 0.00
Cash balance as of August 31, 2018 $6,958.77

Mr. Marseglia said the August budget account balance includes a September payment from the city and we have not as yet received any medical or pension bills.

Ms. Castanteen said she has spoken to the person responsible for the medical bills at the City and was told they are waiting for CVS Caremark to send in the bill for the prescriptions, and they might also wait until the stop loss reimbursement is received.
Ms. Castanteen reported that the salary line will include the approved overtime for the Haunted Library this year.

Ms. Izzo said when the “Friends Group” is up and running they might be able to help with volunteers for the Haunted Library next year.

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

b. Bills: Ms. Castanteen

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2018</td>
<td>Budgetary Account Bills</td>
<td>$188,035.98</td>
</tr>
<tr>
<td></td>
<td>Librarian’s Special Acct. Bills</td>
<td>108.00</td>
</tr>
<tr>
<td>August 2018</td>
<td>Budgetary Account Bills</td>
<td>$156,000.15</td>
</tr>
<tr>
<td></td>
<td>Librarian’s Special Acct. Bills</td>
<td>88.00</td>
</tr>
<tr>
<td></td>
<td>Paver Account Bill</td>
<td>195.00</td>
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<tr>
<td>September 2018</td>
<td>Budgetary Acct. Bills</td>
<td>$175,319.90</td>
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<tr>
<td></td>
<td>Librarian’s Special Acct. Bills</td>
<td>129.00</td>
</tr>
</tbody>
</table>

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

6. Budget and Finance Committee: Mr. Marseglia

No report

7. Building and Grounds: Ms. Izzo

At the June meeting Ms. Kirsch suggested removing the hedges in front of the library.

Ms. Castanteen contacted the DPW and had them trimmed back. The matter can be discussed further.

Ms. Izzo reported that Mr. Iovino met with the staff about the renovations.

It was suggested that the art installation on the front lawn is scruffy and needs to be removed.
Ms. Izzo reported that work on the sprinkler system might be delayed until Spring when the grant funding is available; in August our electricity was shut off on a Sunday because of a project at the Hekemian building, our maintenance supervisor and our fire alarm company were present to re-program the panel; Meli plumbing repaired leaks in our bathroom sinks, staff room and a drainpipe; Verizon is ending copper lines in November, we will have to change to fiber which will not work for our fire alarm or burglar alarms. Triad Security Systems will review the situation. Also, there is a leak in the ceiling in the Main Street entrance we have contacted our mason for a quote; the tower bells are not working, we are waiting for a quote for a new motor; we are waiting for the final regulations, guidelines and applications for the grant program to be passed, details of how the process will work will be available in the Spring of 2019.

8. **Personnel Committee: Mr. Marseglia**

Mr. Marseglia reported that Barbara Borchardt, Senior Library Assistant, retired as of June 30, 2018

Masshiel Barrios, Library Assistant, reduced her hours to 15 per week

Clarice McLaughlin and Braison Travis will be promoted to Library Assistant II as of October 1, 2018 with an annual salary of $37,000

Gavin Godbolt, Monitor, will be promoted to Library Associate as of October 1, 2018 with an annual salary of $37,000.

On motion of Mr. Marseglia, seconded by Ms. Coles, the personnel actions were approved.

9. **Community Affairs: Ms. Ortiz**

Ms. Ortiz distributed the flyers to the Trustees.

Ms. Ortiz reported there will be a special event at Johnson Park on Saturday September 15th.

Adult Department programs scheduled for September 2018 include: Monday September 10th “Overdrive How-To: Download Free eBooks and Audiobooks!”; Tuesdays September 11th, 18th, and 25th “Yoga”; Thursday September 13th “Skydiving for Seniors: Aging Brilliantly: an Interactive Talk about successfully Aging at any Age”; Tuesday September 18th “Netflix Marvel Originals Pub Trivia”; Tuesday September 25th “Life Story Workshop: Then, Now and Forever”;
Thursday September 27th “Open Mic Night”; and Friday September 28th “Veterans Affairs-Benefits”.

Book groups scheduled for September include “Young Adult Books for Adult Readers” Saturday September 8th; “Food for Thought” Cookbook Club Monday September 17th; “Just the Facts: A Non-Fiction Only Book Club” Saturday September 22nd; and “The Greats” Book Club” Saturday September 29th.

Language and Technology classes scheduled include “Leap Assistive Technology Class: iPad Basics” – Fridays September 14th; “English Conversation Class” Wednesdays and Thursdays: “Inspect Your Gadget” Thursdays; “Small Business Mentoring” Tuesdays, Wednesdays and Thursdays; and “Job Search Help and Computer Instruction” available by appointment.

Teen programs scheduled in September include: “Learn to Play the Guitar” Saturdays from September 8th to November 3rd; Teen Tuesdays for September include “Smash Brothers Tournament” September 11th; “Video Games” September 18th; and Perler Bead Magnets” September 25th.

Special Programs include “Teen volunteer Training” Thursday September 20th and a “Get Ready for College Workshop” Saturday September 29th.

A “Back to School Dance” for children in grades 5 thru 8 will be held in the auditorium on Friday September 21st.

Scheduled programs for the Children’s Department will begin October 1st.

10. Librarian’s Report: Ms. Castanteen
   a. Program Highlights: Ms. Castanteen

Ms. Castanteen reported that Cathy Folk-Pushee worked with a patron, who had been laid off, helping her learn MS Office. The patron started a new job in July and came back to thank Ms. Folk-Pushee.

Our new Social Worker Intern Nicole Vollmer will begin in September.

Teddy Coluca has volunteered to provide free acting classes.

Ms. Castanteen said that on Saturday, October 13, Michelle Ferreira is facilitating a “Walking Dead Event” which includes an emergency preparedness workshop and blood drive besides a comic book drawing demonstration.
b. **BCCLS and LLNJ and delivery 2019**

Ms. Castanteen said the Library Link delivery service will be either gone or drastically reduced in the spring of 2019. It’s expected that Jersey Cat will be the only statewide delivery service provided by the state.

BCCLS has proposed funding their own delivery service with all BCCLS libraries contributing to the cost. The proposal will be introduced at the September System Council Meeting and voted on in October.

c. **Friends of the Library**

The officers have been elected, and Mr. Daniel Kirsch is President. Mr. Kirsch is in the process of filing the business certificate and working with an accountant who will file the 501© (3) and the annual returns and reports. He will work on the by-laws and an application for liability insurance to be submitted after the filings are done.

d. **Trustee Institute**

Ms. Castanteen thanked Ms. Ortiz for her participation in the NJTLA Conference and other workshops which have fulfilled the Trustee service requirements of the State Library.

The Institute has scheduled a program in East Windsor “Planning for Innovation”. One Trustee can attend at no cost. The fee of $95 for any additional Trustees includes lunch. The deadline for registration is October 12, 2018.

e. **Gifts and Letters of Appreciation**

Genesis Jais designed a book mark and Blue Dog Graphics printed at no cost to the library.

Two pavers were purchased in August, one by the new Hackensack Police Director.

A $40 donation was received from Mrs. Eisen.
11. **Old Business**

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board moved into Closed Session at 5:00 p.m. pursuant to the Provision of the Open Public Meeting Act.

12. **New Business**

No report

13. **Adjournment**

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 5:40 p.m.

Respectfully submitted

Cynthia L C. Ortiz
Secretary
MINUTES OF THE CLOSED SESSION

Mr. Marseglia discussed the situation with the search for the new Library Director.

On motion of Ms. Izzo, seconded by Ms. Coles, the Board moved out of Closed Session at 5:34 p.m.