

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 Rudenburg, 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

	<u>Month</u> June 2018	<u>Year-to-Date</u>
Operating Account		
Income:		
June 2018	\$473,656.16	\$1,686,286.16
Disbursements:		
	\$241,215.33	<u>1,237,912.07</u>
Cash balance as of June 30, 2018		\$ 630,374.09
Capital Account:		
Income:		
	June 2018	\$ 21.69
Disbursements:		
		<u>0.00</u>
Cash balance as of June 30, 2018		\$30,062.54
Donation Account:		
Income:		
	June 2018	\$218.37
Disbursements:		
		<u>0.00</u>
Cash balance: June 30, 2018		\$25,800.73
Librarian's Special Account		
Income:		
	June 2018	\$ 39.87
Disbursements:		
		<u>80.00</u>
Cash balance: June 30, 2018		\$ 7,062.40
Paver Account:		
Income:		
	June 2018	\$ 4.50
Disbursements:		
		<u>0.00</u>
Cash balance as of June 30, 2018		\$ 6,943.72

	<u>Month</u> July 2018	<u>Year-to-Date</u>
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:		<u>00.00</u>
	Cash balance as of July 31, 2018	\$ 30,084.20

Donation Account:		
Income	July 2018	\$ 98.53
Disbursements:		<u>00.00</u>
	Cash balance: July 31, 2018	\$ 25,899.26

Librarian's Special Account		
Income:	July 2018	\$ 160.13
Disbursements:		<u>70.00</u>
	Cash balance: July 31, 2018	\$ 7,152.53

Paver Account:		
Income:	July 2018	\$ 4.74
Disbursements:		<u>00.00</u>
	Cash balance as of July 31, 2018	\$ 6,948.46

	<u>Month</u> August 2018	<u>Year-to-Date</u>
Operating Account		
Income:	\$127,118.65	\$2,238,204.91
Disbursements:	\$156,420.87	<u>\$1,570,336.23</u>
	Cash balance as of August 31, 2018	\$ 667,868.68

Capital Account:		
Income:	August 2018	\$ 23.00
Disbursements:		<u>0.00</u>
	Cash balance as of August 31, 2018	\$ 30,107.20

Donation Account:		
Income	August 2018	\$978.52
Disbursements:		<u>0.00</u>
	Cash balance: August 31, 2018	\$ 26,917.66

Librarian's Special Account		
Income:	August 2018	\$ 40.46
Disbursements:		<u>108.00</u>
	Cash balance: August 31, 2018	\$ 7,084.99

Paver Account:		
Income:	August 2018	\$ 205.31
Disbursements:		<u>.00</u>
	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

July 2018 Budgetary Account Bills	\$188,035.98
July 2018 Librarian’s Special Acct. Bills	108.00
August 2018 Budgetary Account Bills	\$ 156,000.15
August 2018 Librarian’s Special Acct. Bills	88.00
August 2018 Paver Account Bill	195.00
September 2018 Budgetary Acct. Bills	\$175,319.90
September 2018 Librarian’s Special Acct. Bills	129.00

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

Massiel 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 15<sup>th</sup>.

Adult Department programs scheduled for September 2018 include: Monday September 10<sup>th</sup> "Overdrive How-To: Download Free eBooks and Audiobooks!"; Tuesdays September 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup> "Yoga"; Thursday September 13<sup>th</sup> "Skydiving for Seniors: Aging Brilliantly: an Interactive Talk about successfully Aging at any Age"; Tuesday September 18<sup>th</sup> "Netflix Marvel Originals Pub Trivia"; Tuesday September 25<sup>th</sup> "Life Story Workshop: Then, Now and Forever";

Thursday September 27<sup>th</sup> “Open Mic Night”; and Friday September 28<sup>th</sup> “Veterans Affairs-Benefits”.

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

Language and Technology classes scheduled include “Leap Assistive Technology Class: iPad Basics” – Fridays September 14<sup>th</sup>; “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 8<sup>th</sup> to November 3<sup>rd</sup>; Teen Tuesdays for September include “Smash Brothers Tournament” September 11<sup>th</sup>; “Video Games” September 18<sup>th</sup>; and Perler Bead Magnets” September 25<sup>th</sup>.

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

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

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.