

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, October 9, 2018. The meeting was called to order at 4:00 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

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

Not Present

Ms. Sonia Recarte
Ms. Barbara Schuit, Assistant Director
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 September 11, 2018 and September 17, 2018

Mr. Marseglia said he had corrections to the minutes of September 11th and September 17th.

In the September 11th minutes page 6 item no. 8 should read “Clarice McLaughlin and Braison Travis will be promoted to Library Assistant 2”, on page 9 item 11 the sentence “On motion of Ms. Izzo, seconded by Ms. Coles, the Board moved out of Closed Session at 5:34 p.m.” should be removed.

In the September 17th minutes the “Closed Session” minutes should be on a separate page.

Ms. Izzo said the names of the two candidates should be removed from the “Closed Session” minutes.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the September 11th and 17th were approved as corrected.

4. Public Comment

The Board welcomed the visitors to the meeting.

Five students from Hackensack Meridian Health medical school attended the meeting, one student commented on the library’s attractive and welcoming appearance.

5. Treasurer’s Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
	September 2018	
Operating Account		
Income:	\$244,215.83	\$2,482,420.74
Disbursements:	172,363.18	<u>1,742,699.41</u>
Cash balance as of September 30, 2018		\$ 739,721.33

Ms. Kirsch said the balance is high because we have not gotten any medical bills. We will hopefully get some of the 2018 medical bills before the end of the year, if we don’t it will upset our spending.

Capital Account:

Income:	September 2018	23.01
Disbursements:		<u>00.00</u>
Cash balance as of September 30, 2018		\$30,130.21

Donation Account:		
Income:	September 2018	199.88
Disbursements:		<u>858.74</u>
Cash balance: September 30, 2018		\$26,218.92

Librarian's Special Account		
Income:	September 2018	205.47
Disbursements:		<u>129.00</u>
Cash balance: September 30, 2018		\$7,161.46

Paver Account:		
Income:	September 2018	605.33
Disbursements:		<u>00.00</u>
Cash balance as of September 30, 2018		\$7,564.10

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

b. Bills: Ms. Castanteen

October 2018 Budgetary Acct. Bills	\$ 192,043.49
October 2018 Donation Acct. Transfer	858.74
October 2018 Librarian's Special Acct. Bills	20.00
October 2018 Paver Account Bill	90.00

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

Ms. Kirsch reported that the "Friends" were up and running and they are going to approve their by-laws and are looking for an agreement with the library.

6. Budget and Finance Committee: Ms. Kirsch

a. 2017 Audit

The Trustees received a copy of the “2017-2016 Audit”.

Ms. Kirsch said after reviewing the “2017-2016 Audit” she feels it represent where we are. It is a “clean audit”.

Mr. Marseglia said the only thing that is not good is the fact that our operating balance is going down.

Ms. Kirsch said she hopes the “Friends” will help us with support going forward.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the “Director’s Report” contains information on the building maintenance.

It would be best to not do the basement fire sprinkler system piece meal, but wait for the grants and see how it will work out with the process.

Verizon is changing from copper to fiber lines

A leak in the Main Street Lobby has been repaired

We are having ballast replaced

Work is being done on a drain pipe in the basement

The Tower Bells’ motor needs to be replaced.

The Building and Grounds Committee will submit a draft of the proposed renovations.

8. Policy Committee: Mr. Marseglia

Mr. Marseglia said an incident with a patron who was banned brought to light the option of filing a trespassing complaint with the police. This is a serious complaint which could lead to an arrest and jail time.

Mr. Marseglia questioned whether such a step should only be taken upon Board approval.

The Library Director could file charges, if it is deemed necessary, with the Board being informed of the action.

Ms. Izzo said it might help if the social and monetary impact of the situation was stressed.

Ms. Castanteen will look into handling such a case in a less drastic fashion.

9. Personnel Committee: Mr. Marseglia

Mr. Marseglia proposed the following merit increases as of the first pay of November 2018:

Laurie Meeske, Outreach Librarian, an increase of \$3,505 for an annual salary of \$70,000

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved the personnel action.

Gladys Cepeda, Library Associate, an increase of \$2,000 for an annual salary of \$47,650

Peter Lohrmann, Senior Building Maintenance Worker, an increase of \$1,000 for an annual wage of \$56,430

Anthony Lombardi, Building Maintenance Worker, an increase from \$18 to \$19.50 per hour

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

On motion of Mr. Marseglia, seconded by Ms. Oritz, the Board appointed Ms. Tara Franzetti as Acting Director of the Johnson Public Library.

On motion of Mr. Marseglia and seconded by Ms. Kirsch, The Board approved a contract for "Tara Franzetti, Acting Director" at \$390 per diem, with a change in C. "Written Notice of Resignation". The number of days required for a resignation will be 90 days, and a correction of a typographical error.

Mr. Marseglia said there will be a meeting with the union later in the month.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the new Teen Flyer and Adult flyers to the Trustees.

The Main Gallery is showcasing community's love notes to the library. They were collected during the month of September.

The Display Cases feature "Pre-electricity Kitchen Gadgets" presented by the Meadowland Museum.

Hispanic Heritage Week will be celebrated with special events including "Cooking Demonstration: How to Cook a Plantain?" Tuesday October 2nd;

"Movie Night" Wednesday October 3rd; "Tango Night" Thursday October 4th; and "Hispanic Heritage Fiesta" Saturday October 6th.

Adult programs in October include: "Got Medicare?" Saturday October 6th; "Government Benefits for Aging Senior: an Informative Public Education Workshop" Thursday October 11th; "Walking Dead Day" Saturday October 13th; "Stranger Thins Pub Trivia" Tuesday October 16th; "The Beatles-50 Years Later with Barry Wiesenfeld" Wednesday October 17th; Medicare P's & Q's" Thursday October 18th; "Fall Book Sale" Saturday October 20th and "Veterans Affairs – Benefits" Friday October 26th.

Book groups meeting in October include "Young Adult Books for Adult Readers Book Club" Saturday, October 6th; "The Greats" Book Club Saturday October 20th; "Food for Thought" Book Club Monday October 22nd and "Just the Facts: A Non-Fiction-Only Book Club" Saturday October 20th.

Language and Technology classes and unique Library services include "LEAP Assistive Technology Class: iPad Basics" Friday October 5th, 12th and 19th; "LEAP Assistive Technology Class: iPad Advanced" Fridays October 26th; "English Conversation Class" Wednesday and Thursdays; and "Citizenship Class" Mondays and Thursdays.

All students grades 7 thru 12 are invited to participate in Teen Tuesdays scheduled for October 2nd, 9th, 16th, 23rd and 30th.

On Saturday October 27th for grades 6 and below the Children's Department has scheduled the "Haunted Library from 1:00 p.m. to 6:30 p.m. Registration is required to attend.

Other special programs for October include “Hispanic Heritage Craft” on Thursday October 4th and “Barks & Books: Read with Rodney & Baby Ruth” on Friday October 12th

Weekly programs include “Crafternoon” on Mondays;; “Sensory Free Play” on Tuesdays; “Homework Helper” on Tuesdays and Thursdays; “Tiny Tots Story Time”; “Rhythm & Rhyme” and “Video Game Club” on Wednesdays; “Music & Movement” and “Bilingual Story Time” on Thursdays; and “Movie Fridays”.

10. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said that 14,000 people a month are on library social media sites.

Teen attendance has been steady with 50 at the dance and about 30 attending weekly events.

There were 30 people at the College Prep Class.

Michelle Ferreira has more people coming in for computer assistance with housing applications and the portal to the school information.

b. BCCLS and LLNJ and Delivery 2019

The State Librarian said it’s unlikely that the delivery service will continue past June 2019 in its current form.

A vote will be taken in November or December on having BCCLS provide delivery to replace the free delivery service provided by the State Library.

BCCLS will own the vans, provide the insurance and the drivers will work for BCCLS.

The cost for the service is being discussed. The most favorable option is to split the cost equally among the libraries, which would come to \$9,000 for each library in 2019.

c. Lions Club, Rotary Club Membership

The current full membership fees were discussed, and Ms. Kirsch suggested we ask the service clubs for a reduced associate membership for any library staff member who may want to join and thus be able to not only contribute to the

community but also suggest and coordinate programs between the service clubs and library.

d. Haunted Library – volunteers, special police

Ms. Castanteen is trying to make arrangements to have two Special Policemen to guard the entrances to the library for “Haunted Library” on Saturday October 27th. If this can’t be arranged Ms. Castanteen will check into hiring the necessary people.

On October 29th and 30th we will need a parking space on Main Street for a bus from the Hackensack School System. The children are coming for special events in the Children’s Department.

e. Gifts and Letters of Appreciation

Brian Davis commended Genesis Jais, Elisabet Kennedy and Laurie Meeske for their help and courtesy.

Ms. Deborah Stone purchased two pavers.

Emails from the Professional Music Teachers Guild and Bergen Volunteer Center thanked Barbara Schuit for her help.

11. Old Business

Ms. Von Rudenberg asked if it would be possible to set up a meeting with Ms. Tara Franzetti and the City Council.

It was suggested that December 2018 would work best.

The Media specialist at Nellie K. Parker School asked if the library applications could be in Spanish.

The Board agreed it would be a good idea with the applications printed with English on one side and Spanish the other.

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

12. New Business

No report

13. Adjournment

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the board adjourned at 5:21 p.m.

Respectfully submitted

Cynthia L C. Ortiz
Secretary

CLOSED SESSION MINUTES

The Board discussed a personnel matter.

On motion of Ms. Kirsch, seconded by Ms. Von Rudenberg, the Board moved into open session at 5:20 p.m.