

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, April 9, 2019. The meeting was called to order at 4:05 p.m.

1. Roll Call

Ms. Linda Flynn
Mr. Anthony Marseglia
Laura Kirsch, Esq.
Ms. Cindi Ortiz
Ms. Sonia Recarte

Ex-Officio

Ms. Stephanie Von Rudenberg, Council Liaison

Also Present

Ms. Tara Franzetti, Director
Mrs. Ann Bowen, Principal Account Clerk

Not Present

Ms. Kristi Izzo
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 March 12, 2019 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the minutes of the March 12, 2019 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

	<u>Month</u> March 2019	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 246,738.24	\$ 915,014.76
Disbursements:	\$ 164,450.76	\$ 668,184.39
Cash balance as of March 31, 2019		\$ 246,830.37

	<u>Month</u> March 2019	
Capital Account:		
Income:		\$ 22.04
Disbursements:		<u>00.00</u>
Cash balance as of March 31, 2019		\$ 30,271.35

	<u>Month</u> March 2019	
Donation Account:		
Income:		\$ 219.81
Disbursements:		<u>00.00</u>
Cash balance as of March 31, 2019		\$ 27,594.29

March 2019

Librarian's Special Account

Income:	\$	72.89
Disbursements:		<u>52.99</u>
Cash balance: March 31, 2019	\$	7,874.85

March 2019

Paver Account:

Income:	\$	5.93
Disbursements:		<u>165.00</u>
Cash balance as of January 31, 2019	\$	7,974.92

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

b. Bills: Ms. Franzetti

April 2019 Budgetary Account Bills	\$	216,371.92
April 2019 Lib's Special Acct. Bills		75.95
April 2019 Paver Account Bills		165.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are still waiting for official word from the City regarding the 2019 library appropriation.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said a very detailed invoice was received from the restoration company for \$21,000 for the water cleanup. Our Liability Insurance has a deductible of \$25,000.

Two LED fixtures have been installed on the Moore Street side of the library to help with nighttime lighting.

Brothers Carpet will be tightening up the carpet tiles in the Children's Department and will remove the carpet in the Assistant Director's office that was damaged in the flood.

New telephones will be installed.

There was a problem with the sewer sump pump which has been repaired.

a. Update on Renovations Plans

Ms. Kirsch distributed copies of the renovation plans to the Trustees.

The Trustees reviewed the plans and discussed the many changes to the first floor which including a new entrance, an additional staircase to the lower level, study and quiet rooms where the Main Street corridor (ramp) is now, new lighting, new ceiling tiles, and updated bathroom with multi-stalls which will be ADA compliant.

No work is being planned for the mezzanine, some additional seating may be provided.

The lower level staff area will be re-worked with more privacy and safety for the staff. The Periodicals and Government Document sections will be the new YA area, which will be enclosed.

The Technical services area will be relocated and the staff will be contained in one large space.

Storage will be added and there will be new lighting, furniture and sprinklers.

The focus is on making the building as useable as possible.

See attached copies of the proposed renovations for further details.

The cost of the proposed renovation is \$1,900,000.00.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the final plans for the renovation.

Ms. Kirsch said the City may not provide funds for the renovation. She proposed creating a brochure to distribute for fundraising purposes.

The State Library has not released a schedule for applying for the Grant money. It could be 12 to 18 months before the funds are available.

Construction could take five to six months. Mr. Iovino said it would be cheaper to do the construction all at once, but it might make it necessary to close the Library. Stretching out the renovation would be better, allowing the library to remain at least partially open, but this could increase the cost by 10%.

Ms. Kirsch said the biggest cost is the lighting, which the library may be able to offset by applying for a grant. The sprinklers must be done.

If some of the work is done before the applications are available, we will have to check to see if the money could be reimbursed.

Ms. Kirsch said that Brothers Carpet has a state contract so there will be no need to go out to bid for flooring.

Ms. Kirsch said if we fund the project, we cannot deplete our "Capital Fund" so it will be necessary to ask for donations to help with the costs of the renovation..

Ms. Kirsch and Mrs. Franzetti will meet with Mr. Iovino to discuss moving forward with the renovation.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees, and read from the April Press Release. (See attached.)

9. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said today is "National Library Workers Day"

"Prom Dress Giveaway" received over 1000 dresses some from nine other libraries. 50 people participated in the event, some took two dresses. Any dresses left were donated to another organization.

Before the event Hallak Cleaners dry cleaned 18 dresses that were damaged in the flooding of the lower level.

Maker's Day had over 200 people attending.

b. Letters of Appreciation

Ms. Franzetti received a long letter from a Hackensack patron who is very positive about the library and wanted to especially thank two employees for their help, Nancy Lipinski, Sr. Library Assistant, in the Circulation Department and Gladys Cepeda, Library Associate, in the Children's Department.

c. Donations

\$945 in donations have been received in memory of Barbara Cook Hickey.

Letters will be sent to the Hickey family and the donors.

10. Old Business

a. Phone System

The new wireless phone system will be installed by the end of the month. The new system has many new features, no switchboard and our main number will not change.

11. New Business

a. Reminder – Staff Development Day on Friday, April 12th

Friday, April 12th is “Staff Day” and the library will be closed. This year employee longevity will be recognized.

b. Internet Policy

A copy of the “Internet Policy” was sent with the Board packet.

On motion of Ms. Ortiz, seconded by Mr. Marseglia, the Board approved updating the “Internet Policy” and removing any statement about blocking people from using the computer who do not have a library card.

c. Financial Disclosure

The “Financial Disclosure Forms” are due by the end of April.

12. Adjournment

On motion of Ms. Ortiz, seconded by Mr. Marseglia, the meeting was adjourned at 5:02 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary

