

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, September 10, 2019. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Ex-Officio

Mr. Robert Sanchez, Supt. of Schools

Also Present

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

Not Present

Ms. Cindi Ortiz
Ms. Stephanie Von Rudenborg, Council Liaison

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 11, 2019 Board Meeting

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the minutes of the June 11, 2019 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u> June 2019	<u>Year-to-Date</u>
Operating Account		
Income:		
June 2019	\$241,212.52	\$1,639,993.22
Disbursements:		
	\$176,239.43	<u>1,271,343.84</u>
Cash balance as of June 30, 2019		\$ 368,649.38
Capital Account:		
Income:		
June 2019		\$ 24.46
Disbursements:		
		<u>0.00</u>
Cash balance as of June 30, 2019		\$30,343.89
Donation Account:		
Income:		
June 2019		\$ 668.64
Disbursements:		
		<u>0.00</u>
Cash balance: June 30, 2019		\$29,647.43
Librarian's Special Account		
Income:		
June 2019		\$ 271.52
Disbursements:		
		<u>80.00</u>
Cash balance: June 30, 2019		\$ 8,342.04
Paver Account:		
Income:		
June 2018		\$ 206.44
Disbursements:		
		<u>200.00</u>
Cash balance as of June 30, 2019		\$ 8,194.07

	<u>Month</u>	<u>Year-to-Date</u>
	July 2019	
Operating Account		
Income:	\$471,453.90	\$2,111,447.12
Disbursements:	\$375,788.49	<u>\$1,647,132.32</u>
	Cash balance as of July 31, 2019	\$ 464,314.80
Capital Account:		
Income:	July 2019	\$ 23.69
Disbursements:		<u>00.00</u>
	Cash balance as of July 31, 2019	\$ 30,367.58
Donation Account:		
Income	July 2019	\$ 23.23
Disbursements:		<u>00.00</u>
	Cash balance: July 31, 2019	\$ 29,670.66
Librarian's Special Account		
Income:	July 2019	\$ 121.49
Disbursements:		<u>45.00</u>
	Cash balance: July 31, 2019	\$ 8,418.53
Paver Account:		
Income:	July 2019	\$ 6.34
Disbursements:		<u>284.00</u>
	Cash balance as of July 31, 2019	\$ 7,916.41

	<u>Month</u>	<u>Year-to-Date</u>
	August 20189	
Operating Account		
Income:	\$127,464.98	\$2,238,912.10
Disbursements:	\$342,479.77	<u>\$1,989,612.09</u>
	Cash balance as of August 31, 2019	\$ 249,300.01

Capital Account:		
Income:	August 2019	\$ 24.50
Disbursements:		<u>0.00</u>
	Cash balance as of August 31, 2019	\$ 30,392.08

Donation Account:		
Income	August 20189	\$ 23.94
Disbursements:		<u>0.00</u>
	Cash balance: August 31, 2019	\$ 29,694.60

Librarian's Special Account		
Income:	August 2019	\$ 121.77
Disbursements:		<u>215.00</u>
	Cash balance: August 31, 2019	\$ 8,330.30

Paver Account:		
Income:	August 2019	\$ 121.55
Disbursements:		<u>.00</u>
	Cash balance as of August 31, 2019	\$ 7,947.96

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

b. Bills: Ms. Franzetti

July 2019 Budgetary Account Bills	\$362,871.70
July 2019 Librarian's Special Acct. Bills	215.00
August 2019 Budgetary Account Bills	\$ 360,397.52
August 2019 Librarian's Special Acct. Bills	45.00
August 2019 Paver Account Bill	284.00
September 2019 Budgetary Acct. Bills	\$218,056.46
September 2019 Librarian's Special Acct. Bills	150.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said although there is nothing to report at present, it is time to take a closer look at our 2020 budget.

Ms. Kirsch stated she has started a draft of a letter she proposes to send out in November to the library community explaining the cuts in our library appropriation and asking the community to support us. She will present the letter to the Board to discuss.

We are doing pretty well; a big hit to the budget was the flood. The individual costs were under our insurance deductible, but we were able to repair and replace what was damaged without a problem.

Ms. Franzetti stated she has been tight on overtime, and has the position of Assistant Director on hold.

Ms. Kirsch reported that the “Friends” group “501(C) (3)” application has been accepted and their website is live.

7. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the hiring of new employees: Daniel Shen, Library Assistant, part time for the Children’s Department August 26th 20 hours per week at \$14 per hour; Maria Gomes, Bilingual Reference Associate, September 4th for the Reference Department for 20 hours per week at \$16 per hour and Rosalie Potenza, Library Assistant, for the Periodicals Department for 20 hours per week at \$14 per hour.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the hiring of Melina Halpin, Reference Librarian, for the Reference Department full time as of September 3rd at an annual salary of \$53,000.

8. Policies and Procedures Committee: Mr. Marseglia

a. Various policy drafts

Mr. Marseglia said Policy Committee should review the library’s policies.

The Trustees can discuss their findings at the October Board Meeting.

Mr. Marseglia asked if the library has a “Notary” for the library, if not should the policy be continued.

Ms. Kirsch said the policy can stay even without the service.

Ms. Franzetti said no employee has volunteered, but she will ask again if anyone is interested.

Ms. Izzo asked if the library pays for the cost of obtaining the certification.

Ms. Franzetti said yes.

Ms. Franzetti will report to the Board in October about the situation.

b. Citizen’s request for reconsideration form

Ms. Franzetti said that libraries are using a form for patrons to request the removal of material from a libraries’ collection.

Ms. Franzetti said the form provides employees, who are approached by a patron with concerns about something being displayed or a particular book, a way to let the patron know their objections will be noted.

She distributed a form to the Trustees to review, and noted that staff will begin using it if they face a challenge.

9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said it has been a very busy summer.

There was a summer concert series.

The clock chimes were repaired, and some masonry work was completed.

The bushes have been removed, and river rock will be used by the fencing so there will be no grass to mow.

A rock garden was created by the Main Entrance.

A discussion began about opening the front lawn to the public. On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved placing benches on the lawn with trash receptacles for people to enjoy the space. The gates will be opened in the morning and closed by dusk. Additional cameras will be added and security will monitor the area.

Ms. Franzetti will have signage created to promote the new service to the community.

Ms. Franzetti said she has found a new snow plow vendor at a much lower cost than the one we were using.

Mr. Marseglia said the Rotary Club is looking for a project to celebrate their 100th anniversary and he wanted to know what the library might need that they could consider.

Ms. Kirsch said the library is going to have a renovation campaign starting in January 2020 and asked what the budget is for project.

Mr. Marseglia said between \$10,000 and \$30,000.

Ms. Kirsch suggested a donation to the campaign.

Mr. Marseglia said a specific item in construction might be possible.

10. Community Affairs: Ms. Franzetti

Ms. Franzetti distributed the September calendars in English and Spanish to the Trustees.

Ms. Franzetti said she is working to shorten the press release.

See the attached September Press Release.

11. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said the numbers have been great this summer.

Adult, Teen Programs and the Children's Programs have all been well attended.

We have four new museum passes. Reservations for the passes can now be made “online.”

A thank you note was received from a patron who was accepted into a program because of the help she received from Michelle Ferreria.

b. Pavers

Ms. Taffe, former Library Director, has purchased a paver for Marilyn Olson, retired Children’s Librarian.

c. Audit Draft

The draft Audit was received and was unremarkable – no comments or recommendations. On motion of Ms. Izzo, seconded by Ms. Coles, the December 31, 2018 Audit from Ferraioli, Wielkotz, Cerullo and Cuva, P.A. was approved by the Trustees.

d. Civil Service Update

Ms. Franzetti reported that she has been notified by Civil Service that her name was the only one of the list for Library Director and she will be appointed soon.

12. Old Business

No report

13. New Business

No report

14. Adjournment

On motion of Ms. Coles, seconded by Mr. Sanchez, the meeting was adjourned at 4: 53 p.m.

Respectfully submitted

Tara Franzetti
Assistant Secretary

