

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 14, 2020. The meeting was called to order at 4:30 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison
Mr. Robert Sanchez, Supt. of Schools

Also Present

Ms. Tara Cooper, Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Gladys Cepeda, Bilingual Library Associate

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 December 10, 2019 Board Meeting

Ms. Izzo said on page 5 of the December Minutes line 13 should state "On motion of Ms. Kirsch, seconded by Ms. Recarte, the Trustees agreed the library should continue its "fine free" policy on a permanent basis."

On motion of Ms. Izzo, seconded by Mr. Marseglia, the December Minutes were approved as corrected.

4. Public Comment

No report

5. 2020 Reappointments: Ms. Cooper

Ms. Cooper reported that the City Council reappointed Mr. Marseglia and Ms. Izzo as Trustees for the library for five year terms ending 12/31/2024.

6. 2020 Officers: Ms. Flynn

Ms. Flynn said the ballots received from the Trustees had multiple names for some of the Board Officers.

After a discussion, the Board approved the following slate of Officers for 2020:

President – Linda Flynn; Vice-President – Kristi Izzo; Treasurer – Laura Kirsch and Secretary – Cindy Ortiz

7. 2020 Committees – Ms. Flynn

Ms. Flynn presented the Trustees the List of Committees for 2020, and asked that they review it as there are changes in assignments and Committees.

8. Treasurer’s Report: Ms. Kirsch

a. Final 2019 Budget

Ms. Kirsch said the 2019 final budget is straight forward. We are holding on to \$128,691.80 to cover the January payrolls.

The BCCLS portion of the budget has a balance because part of their 2019 bill was paid in 2018.

Ms. Cooper said we should thank Ms. Kirsch, as we have managed to cover all the bills without taking any money from the “Trustee Reserve Account” this entire year. This is a high accomplishment.

This year the “Librarian’s Special Account” will be closed down and the funds will

be transferred to the Budget Account.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Trustees approved the final 2019 Library Operating Budget.

b. Report: Ms. Kirsch

	December 2019	Year-to-Date
Operating Account		
Income:	\$239,960.17	\$3,107,478.58
Disbursements:	\$359,957.04	\$2,978,786.78
Cash balance December 31, 2019		\$ 128,691.80
	December 2019	
Capital Account:		
Income:		\$ 19.03
Disbursements:		<u>00.00</u>
Cash balance December 31, 2019		\$ 30,481.52
	December 2019	
Donation Account:		
Income:		\$ 299.04
Disbursements:		<u>00.00</u>
Cash balance December 31, 2019		\$ 31,052.82
	December 2019	
Librarian's Special Account		
Income:		\$ 55.28
Disbursements:		<u>127.00</u>
Cash balance December 31, 2019		\$ 8,233.15

December 2019

Paver Account:

Income: \$ 305.04

Disbursements: 00.00

Cash balance December 31, 2019 \$ 8,326.47

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

c. Bills: Ms. Cooper

January 2020 Budgetary Account Bills \$241,136.59

January 2020 Librarian's Special Acct. \$ 194.99

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

9. Budget and Finance Committee: Ms.

a. 2020 QPA Resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2020 for the Johnson Public Library.

Moved by: Laura Kirsch

Seconded by: Kristi Izzo

Date: January 14 th 2020 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	

Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Councilwoman Von Rudenberg (Mayor's alternate)	X	
Superintendent Robert Sanchez	X	

I hereby certify on this 14th day of January 2020 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 14, 2020.

Cynthia C. L. Ortiz,
Secretary

b. 2019 Auditor Resolution

A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva, P.A. were found to have high recommendations,

WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkocz, Cerullo & Cuva, P.A be appointed as auditors for the Library for 2020.

Moved by: Laura Kirsch

seconded by: Robin Coles

Date: January 14, 2020 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	

Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Councilwoman Von Rudenborg, Mayor Alternate	X	
Superintendent Robert Sanchez	X	

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10. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that we are still getting quotes for the new cameras.

Ms. Cooper and Ms. Kirsch are still working on plans to open the front lawn.

In the spring there will be new plantings in the front of the library. Also we are considering a bench. We will go slowly, but another bench and even a small table could be added in the future. We will have garbage cans if necessary.

Mr. Marseglia said the Rotary's 100th anniversary is this year; perhaps they could have a celebration outside on the lawn.

Besides the benches, possible tables and garbage cans, signage with rules and guidelines would need to be posted.

In addition, if space and funding allow, Ms. Cooper said a lighted bulletin board could be added and give information about the library.

The Children's Room will have new furniture, tables and chairs and some additional bench seating. We will also be updating the technology in the room. There will be a reservation station, which will save time for the staff, and additional computers.

The cost of the furniture - \$12,000, technology - Ipad: computers - \$13,000 and additional laptops - \$12,000 will be covered in part by a \$3,000 grant from the Greater Alliance Credit Union. Some money will be taken from the Donation Account.

Also in the Children's Department - the bathrooms have been upgraded and at some point the ceiling and lighting may be redone.

Shelving was removed to open up the space and the TV was mounted on the wall.

Ms. Kirsch said Mr. Iovino is working on the renderings and is almost done. They will be circulated with the Board when received.

The Board will have to be involved with creating a fund raising brochure.

A meeting will be scheduled with the City Council to discuss financing the project.

As it stands now, the project will cost about \$3,000,000. This figure could be revised; there might be grants available for individual parts of the project, such as the front entry which falls under ADA requirements.

The window for the winter grant application to the State Library is March 6th to April 9th, 2020.

Mr. Iovino is working on the grant application.

Ms. Kirsch said she will notify the Building and Grounds Committee when there is a meeting planned with Mr. Iovino.

Ms. Kirsch said she spoke with Mr. Jerry Lombardo about the project and discussed possible financial assistance.

Ms. Izzo asked how the Trustees could help.

Ms. Kirsch said the entire Board will need to be involved in the community fund raising.

Ms. Kirsch said the people of Hackensack love the library, the building and the services we provided.

Ms. Cooper notified the Board that the pay phone in the Moore Street entrance has been stolen. A police report has been filed.

11. Community Affairs:

Ms. Ortiz distributed the calendars and went over the Press Release with the Trustees (See press release, attached).

12. Personnel Committee: Mr. Marseglia

a. Salary Adjustment – Mari Zigas

Mr. Marseglia said he recommends a merit increase of \$9,500 for Mari Zigas, Head of the Children’s Department, for an annual salary of \$76,000 as of January 1, 2020.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the salary increase was approved.

13. Librarian’s Report: Ms. Franzetti

a. Program Highlights: Ms. Cooper

Ms. Cooper said that Genesis Jais worked very hard and did an excellent job on the “2019 Annual Snapshot” which was included in the Board packet.

Ms. Cooper said the program attendance was up for 2019 by 26%; over 15,000 people attended the various programs. Children’s programs were very well attended; the New Year’s Eve party for the children had a high turnout, with “Magical Melodies” performing. Reference use was up by 20% and they answered over 28,000 questions. Circulation was up the second half of the year, after the start of our “fine free” policy. EBook lending was up and over 200,000 people used the library last year.

Star Wars Trivia in December was a big hit.

Ms. Cooper said she will be attending a Mid-Winter Conference next week from Thursday January 23rd thru Monday January 27th.

Ms. Von Rudenberg suggested contacting the “Rec Department” and “Rec Sports” to see if any programs could be combined to benefit the library and the “Rec Center.”

b. New Paver Purchases

Ms. Cooper said three new pavers were purchased by Ms. Taffe, former Library Director.

14. Old Business

Mr. Marseglia said the Board should discuss a way to recognize the contribution made by Mr. Meneses, who provides free Guitar lessons in the library.

Ms. Flynn said that she and Ms. Cooper attended a City Council meeting to congratulate Kathy Canestrino on receiving the “Outstanding Women in Municipal Government” award.

Ms. Cooper said she attends the City Council meetings on a regular basis.

Ms. Flynn suggested that perhaps having a Trustee attend a council meeting once a month might be a good idea.

Mr. Marseglia said that the Rotary is having a show to celebrate their 100th anniversary on March 3, 2020. He will have more information at the next Board Meeting.

15. New Business

a. BCCLS Bylaws

Ms. Cooper said the library is in compliance with the BCCLS Laws and Ms. Flynn has signed the “Certification of Agreement”. Ms. Cooper will forward it to the BCCLS office.

b. Trustee Contact Information

The Trustees reviewed the NJLTA information sheet and made corrections as necessary.

c. Correspondence from a patron

Ms. Cooper wanted the Trustees to be aware a man has been calling her with various complaints and is now sending letters about the same complaints which are not realistic.

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 5:38 p.m.

Respectfully submitted

Cynthia C. L. Ortiz
Secretary

