

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 11, 2014. The meeting was called to order at 4:15 p.m.

1. Roll Call

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

Also Present

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

Ex-Officio

Councilwoman Rose Greenman, Esq

Not Present

Ms. Karen Lewis, 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 February 11, 2014 Board Meeting

On motion of Ms. Izzo, seconded by Ms. Coles, the minutes of the February 11, 2014 meeting were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>February 2014</u>	<u>Year-to-Date</u>
Budget Account:		
Income	\$251,268.15	\$819,070.26
Disbursements:	168,677.25	455,771.26
	Cash balance as of February 28, 2014	\$363,299.00
Librarian's Special Account:		
Income	151.10	17,725.62
Disbursements	272.00	1,677.10
	Cash balance as of February 28, 2014	\$ 16,048.52
Paver Account		
Income	.13	2,044.95
Disbursements	0.00	113.00
	Cash balance as of February 28, 2014	\$ 1,931.95
Capital Account		
Income	5.93	247,319.91
Disbursements	15,148.20	174,175.87
	Cash balance as of February 28, 2014	\$ 73,144.04

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

b. Bills: Ms. Castanteen

March 2014 Budgetary Account Bills	\$ 165,400.18
March 2014 Librarian's Special Acct. Bills	140.00

6. Budget and Finance Committee Report: Ms. Kirsch

No report

7. Building and Grounds Committee: Ms. Kirsch

a. Dynamic Security's Proposal for Lockdown System

Ms. Kirsch reported that Ms. Greenman contacted the City's insurance company and a meeting with Ms. Castanteen and the insurance company representative was arranged.

The insurance company representative inspected the library and said that our existing insurance coverage is adequate.

The building is insured for \$6,102,966 and contents were insured for \$5,289,182 with an additional \$500,000 plus for the contents.

The company has issued a rider to the existing policy at no cost for additional coverage for materials.

After a discussion it was clear that a lockdown system would not be necessary. If there is an emergency and the building is evacuated and left open, the insurance representative said we would be covered for theft.

The Police Department is formulating a plan for the library in case of dangerous situations such as an active shooter etc.

Ms. Greenman said the insurance representative made many positive comments about the excellent condition of the library building.

Ms. Kirsch reported that the mason is scheduled to repair the cracks in the clock tower as soon as weather permits.

The roofer is also waiting for good weather to repair the flashing on the roof of the Old Building.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the Jr. Department brochures for January, February, and March 2014 to the Trustees.

Ms. Ortiz reported that the Children's Department scheduled programs for March include "Manga" On Thursdays March 13, 20 and 27 at 3:30 p.m. This program is for children in grades 3 through 6. Pre-registration is required and they must attend all 4 sessions. The "Lego Day" program for grade 2 is scheduled for Monday March 17 at 3:30 p.m. The "Chess Club" for grades 2 thru 6 will meet on March 11 and 25 at 3:30 pm. The "Special Needs Story Hour" is scheduled for Saturday March 22 at 1:00 p.m. On Monday March 24 at 3:30 p.m. "March Mosaics" is scheduled for children in grade 2 and up. The "Magic Tree House Book Discussion Group" for grades 1 thru 3 will meet on Monday March 31 at 3:30 p.m. "Mother Goose Time" for children under 3 is scheduled for Wednesdays and Saturdays at 11:15 a.m. Grades 4 thru 6 can play Video Games" on Wednesdays at 3:30 p.m. "Preschool Story Hour" is scheduled for Wednesdays, Thursdays and Saturdays at 10:00 a.m. for age 3 and up.

Ms. Ortiz distributed the March 2014 Adult Department brochures to the Trustees.

Adult programs for March include "Expanding the Repertoire for Piano Students" which was scheduled for Monday March 3 at 10:30 a.m. Knitting classes with expert knitter Edhild Schlender are scheduled from 7:00 to 8:30 p.m. on March 4 and May 6. Thursday Night March 13 at 6:30 p.m. the library will show the movie "Hunger Games: Catching Fire". "Working with Digital Photos" is scheduled for Wednesday March 19 at 7:00 p.m. There is an "Immigration Workshop" scheduled for Thursday March 20 at 7:00 p.m. "Alacorde Trio in

Concert” is scheduled for Tuesday March 25 at 7:00 p.m. “Teen Book Club for Adult Readers” met on Saturday, March 1. The “Book Discussion Group” will meet on Saturday March 25. “Just The Facts: A Non-fiction Only Book Club” will meet on Saturday March 29. Affordable Care Act Enrollment Assistance will be available on Tuesdays from 9:00 a.m. to 1:00 p.m. and on Fridays from 12:00 p.m. to 4:00 p.m. “Inspect Your Gadget!” meets Thursday morning from 11:00 to 12:00 p.m. “Neighbors Helping Neighbors” meets on Fridays from 10:30 to 12:00 p.m. On the 3<sup>rd</sup> Thursday of the month the public is invited to meet with Congressman Garrett’s Representative in the Meeting Room of the Library.

Teen Tuesdays are open to students in grades 7 thru 12. On February 25 there will be a meeting of the “Homework Club” from 3:15 to 4:30 p.m.

The Gallery and Display Cases are featuring the presentation “Gallery without Walls” by Terry Westen.

Interested patrons can sign up to receive news of upcoming library events via email.

Internet and Citizenship classes are available for interested patrons.

English Conversation Classes are being offered at the library for high-intermediate or advanced levels in English.

Patrons can get individual assistance and tutoring session for Computer and eBooks by contacting the library.

Patrons with physical disabilities or impaired reading can find out if they qualify for a free audiobook player by contacting the library.

Ms. Ortiz distributed cards to the Trustees detailing an upcoming Junior Department program. Author Toney Jackson a teacher in a local school has scheduled a Poetry Reading and book signing on Thursday, April 10 from 7:00 to 9:00 p.m.

Ms. Schuit noted that the date of the book sale has been changed to June.

Ms. Kirsch requested that all written information pertaining to the health care act be moved to a prominent position on the Circulation Desk and that information about the date and time of the library’s “Affordable Care Act Enrollment Assistance” program be displayed on the scrolling board behind the Circulation Desk.

11. Librarian’s Report: Ms. Castanteen

a. Programs Highlights: Ms. Castanteen

Ms. Castanteen reported that three events were winners. The event entitled “Looking Back and Moving Forward – Black History Celebration” had the most publicity and best attendance. 63 people came to the library and enjoyed the program even though the weather was bad.

“De-clutter Your Dream Today!” ,an intensive class on organizing your possessions and time management, received the most praise, with 25 positive comments, like “Awesome! Awesome! Awesome!

The best comment was made by the teacher, Hollis Nelson, at the Hispanic Institute business resource workshop (JPL staff instructor Catherine Folk-Pushee). He remarked “Wow, a library card is still very valuable and relevant.”

b. Gifts and Letters of Appreciation: Ms. Castanteen

An email was received from Diane Vickers, Outreach Coordinator, at Bergen Community College thanking Michelle Acosta for explaining how the library serves Hackensack and gives members of the community the opportunity to learn English.

Ms. Dorsey-Whiting, Principal, of Fanny M. Hillers School sent a letter thanking Babette Smith, Librarian Assistant, in the Children’s Room for the time she spent with the children on their “Walk in My Shoes Career Day.”

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz,  
Secretary