

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 10, 2015. The meeting was called to order at 4: 05 p.m.

1. Roll Call

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

Also Present

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

Ex-Officio

Mayor John P. Labrosse, Jr.

Not Present

Ms. Robin Coles
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 10, 2015 Board Meeting

Ms. Izzo stated on page 7 number 15 the sentence should end "the library should also close or delay."

On motion of Ms. Izzo, seconded by Ms. Ortiz, the minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

| | <u>February 2015</u> | <u>Year-to-Date</u> |
|--------------------------------------|----------------------|---------------------|
| Operating Account | | |
| Income: | \$ 235,434.17 | \$ 682,776.27 |
| Disbursements: | \$ 143,573.81 | \$ 397,744.64 |
| Cash balance as of February 28, 2015 | | \$ 285,031.63 |
| Capital Account: | | |
| Income: | February 2015 | \$ 4.74 |
| Disbursements: | February 2015 | \$ 00.00 |
| Cash balance as of February 28, 2015 | | \$ 69,746.16 |
| Donation Account: | | |
| Income: | February 2015 | \$.79 |
| Disbursements: | February 2015 | \$ 00.00 |
| Cash balance as of February 28, 2015 | | \$ 11,729.99 |
| Librarians' Special Account | | |
| Income: | February 2015 | \$ 179.15 |
| Disbursements: | February 2015 | \$ 150.00 |
| Cash balance as of February 28, 2015 | | \$ 17,672.94 |

Paver Account

| | | | |
|--------------------------------------|---------------|----|----------|
| Income: | February 2015 | \$ | 100.15 |
| Disbursements: | February 2015 | \$ | 00.00 |
| Cash balance as of February 28, 2015 | | \$ | 2,106.61 |

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the report was accepted.

Mr. Marseglia said the monthly balance was high because the medical bill from the City had not been received. The voucher includes building insurance and pension costs as well. It would be better to have it come quarterly or monthly and not at the end of the year.

Ms. Castanteen will talk with Mr. Mangin about the frequency of the bill.

b. Bills: Ms. Castanteen

| | |
|--|--------------|
| March 2015 Budgetary Account Bills | \$148,800.57 |
| March 2015 Librarian's Special Acct. Bills | 82.00 |

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said she received notice from Mr. Troast, City Manager, that the proposed city appropriation for the library in 2015 will be \$2,770,832. This is 6% less than the \$2,940,158 that JPL asked for in their 2015 budget proposal and \$100,000 less than the library received in 2011.

Ms. Kirsch said she has not had an opportunity to discuss this with Ms. Castanteen or meet with the Budget Committee.

Ms. Kirsch will contact the Trustees about the situation as soon as possible.

Ms. Kirsch said that this year additional employees are now eligible for retirement. Ms. Kirsch reported that the Terminal Leave Account will need to be increased and the Board will need to ascertain what percentage of the total amount should be kept in that account.

Mayor Labrosse mentioned the effects of terminal leave on the City's finances.

Ms. Kirsch said that the library's Terminal Leave was capped at \$15,000 in 2003, with the exception of two people.

7. Building and Grounds: Ms. Kirsch

Ms. Izzo said that reading the Director's Report she noted that people are parking overnight in the library lot and asked if there was an ordinance about overnight parking.

It was suggested that an ordinance be requested that bans parking in the lot from 11:00 p.m. to 7:00 a.m.

Ms. Castanteen said it could be helpful when there is more than 3 inches of snow.

A security camera damaged by falling ice had to be replaced.

Ms. Kirsch said Anthony Iovino's revised proposal was the same narrative and did not encompass the expanded scope of work proposed by the Board.

Ms. Castanteen will call Mr. Iovino and request a new proposal.

8. Community Affairs: Ms. Ortiz:

Ms. Ortiz distributed the March flyers to the Trustees.

The library programs for March include a free Concert presented by "Carolyn Enger, Pianist" on Monday, March 2, at 10:30 a.m.; "Black History is Every Day" was postponed because of snow and was rescheduled; the program "Living with Alzheimer's Disease for the Caregiver: Middle Stage" is a 2-Part Series: Thursdays, March 19 and 26, at 6:30 - 8:30 p.m.; "Informed Investing" Thursday, March 26, at 7:00 p.m.; "I'm 55+ - What do I do now?" Wednesday, March 25, at 1:30-3:30 p.m. "Thursday Night Movie "March 12, at 6:30 p.m.; "Movie Matinee Classics" Thursday, March 19, at 2:00 p.m.

Book groups for March include the "Young Adult Books for Adults Book Club" Saturday, March 7, at 2:00 p.m. in the Library's Meeting Room; "Book Discussion Group" (Mostly Fiction) Saturday, March 14, at 10:00 a.m. in the Library's Meeting Room; and "Just the Facts: A Non-fiction-Only Book Club"

on Saturday, March 28, at 11:00 a.m. in the Library's Meeting Room.

"Inspect Your Gadget!" Thursday mornings at 11:00 a.m. -12:00 p.m. for Hackensack residents only; and "Neighbors Helping Neighbors" (NhN) - a job-search support group; Fridays at 10:30 a.m. -12:00 noon.

Gallery exhibit "Travel Photography" is presented by Larry Isen, Hackensack. The Display Cases feature "City Without Walls", Terry Wester Coordinator.

Patrons can sign up to receive notice of upcoming library events by e-mail.

Citizenship Classes are held weekly on Mondays, 10:00 - 11:00 a.m. No pre-registration required.

"Looking For a Job?" individual assistance for online job searching, applications, e-mail, Microsoft Office (Word, Excel, and PowerPoint), and Job Search Accelerator, is available.

English Conversation classes are scheduled for Mondays 1:30 to 2:30 p.m.; on Wednesdays 10:30 to 11:30 a.m. and Thursdays 12:30 to 1:30 p.m. Space is limited to first 5 Hackensack residents and registration is not required.

Computer Instruction and eBook assistance with a librarian is available for Hackensack residents only.

Free audiobook players are available to qualify patrons with a vision, physical impairment or reading disability.

All Teen Tuesday Events are free and open to students in Grades 7 - 12. No advanced sign-up or commitment is necessary.

Teen Tuesdays are scheduled for March 3 - 3:15 - 4:30 p.m.; March 10 - 3:15 - 4:30 p.m.; March 17 -3:15 - 4:30 p.m.; March 24 - 3:15 - 4:30 p.m. and March 31 - 3:15 - 4:30 p.m.

Programs scheduled for the Children's Department in March include : "Mother Goose Time" Wednesdays and Saturdays at 11:15 a.m. for children under age 3 and their caregivers; "Preschool Story Hour" Wednesdays and Saturdays at 10:00 a.m. for children ages 3 and up; "Tech Time" Mondays March 2 and 9 at 3:30 p.m.; The "Games Factory" for Grades 4 to 6; "Reading With Rodney, the Dog" Friday March 20 at 3:30 p.m.; "Chess Club" Monday March 2 and 16, at 3:30 p.m.; "Video Games" Wednesdays at 3:30 p.m.; "Lego Day"

Fridays March 13 and 27 at 3:30 p.m. and “Arts and Crafts” Thursday, March 19 at 3:30 p.m.

Book Discussions are scheduled at 3:30 p.m. March 5 for students in 4th grade; March 12 for 5th grade and March 26 for 6th grade.

Movies will be shown Saturdays at 2:00 p.m.

9. Librarian’s Report: Ms. Castanteen

a. Program Highlights

Jamie Novack “Keep this Toss That” had 50 people attending who learn among other things that paperwork should only be kept seven years; sunscreen should be discarded after six months and eye makeup after 3 months. The evaluation forms will all very positive, with comments like: “Terrific” and “This was excellent, I want and need more!” etc.

Ms. Castanteen also discussed two Hackensack business owners that were assisted in several one-on-one sessions by JPL’s Librarians in linking Facebook page to personal account and checking stocks online.

b. Gifts and Letters of Appreciation

Only verbal appreciation.

10. Old Business

Ms. Izzo reported that she and Sharon attended a BCCLS meeting February 18 on how to establish a “Friends of the Library” group. There are several ways - as a membership group with dues, as a group to do fundraising, or a combination of both. The Board could provide the friends with a wish list it could fund. The group could be in partnership with the Board but an application for a 501 (c) 3 would need to be submitted to establish a non-profit status. There are a number of existing best practices and templates through BCCLS so we would not have to start from scratch. Ms. Izzo said there is a meeting on March 18 on book sales that she will attend.

Ms. Izzo said once she has enough information she will come back with a proposal and ask the Board for their suggestions.

The Board agreed to give the Friends assistance in filing a 501 (c) 3 application.

11. New Business

Ms. Castanteen said that the new Director of BCCLS is Marie Coughlin.

Robert White is still available via email.

12. Personnel Committee: Mr. Marseglia

On motion of Ms. Izzo, seconded by Ms. Ortiz, the Board moved into Closed Session at 4:38 p.m. pursuant to the provisions of the Open Public Meeting Act. The Board discussions will be made public at the earliest possible date.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board moved back into Open Session at 4:45 p.m.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board agreed to the terms of the separation agreement for Marilyn Olson discussed with in the Closed Session.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 4:55 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary

Closed Session March 10, 2015

12. Personnel Committee: Mr. Marseglia

On motion of Ms. Izzo, seconded by Ms. Ortiz, the Board moved into Close Session at 4:38 p.m.

Two library employees were discussed. The Board discussed the details of terms of retirement benefits for Marilyn Olson.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board moved into Open Session at 4:45 p.m.