

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, December 8, 2015. The meeting was called to order at 4:03 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Sonia Recarte
Mayor John P. Labrosse, Jr.
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 November 10, 2015 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Kirsch, Ms. Izzo abstaining, the minutes of the November 10, 2015 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>November 2015</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$250,338.78	\$2,889,500.97
Disbursements:	178,873.29	<u>2,338,241.32</u>
Cash balance as of November 30, 2015		\$ 551,259.65

Ms. Kirsch said the medical bills from the City have been received, so the balance will drop.

Capital Account:		
Income:		\$ 4.43
Disbursements:		<u>0.00</u>
Cash balance as November 30, 2015		\$ 46,162.60

Donation Account:		
Income		\$ 50.87
Disbursements:		<u>0.00</u>
Cash balance as of November 30, 2015		\$ 21,975.13

Librarian's Special Account:		
Income:		\$ 155.26
Disbursements:		<u>70.00</u>
Cash balance: November 30, 2015		\$ 18,586.78

Paver Account:		
Income:		\$ 1,250.15
Disbursements:		<u>0.00</u>
Cash balance as of November 30, 2015		\$ 4,669.89

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

b. Bills: Ms. Castanteen

December 2015 Budgetary Account Bills	\$ 459,388.03
December 2015 Librarian's Special Account Bills	\$ 148.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2015 Final Operating Budget Adoption

Ms. Kirsch said the increase in the budgeted amounts for Periodicals and Photocopy was offset by decreasing the Repair and Maintenance budgeted amount in the final 2015 Operating Budget.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the transfers in budget lines and the final 2015 Operating Budget.

Ms. Kirsch reported she, Ms. Castanteen, Mr. Marseglia and Ms. Flynn met with Jim Mangin, CFO for the City of Hackensack.

Mr. Mangin proposes the City deduct the annual cost of the payroll and medical etc. from the total annual City Appropriation. The balance would be the new City Appropriation.

Ms. Kirsch said the payroll is fluid not constant; to not have the flexibility to use our funds as needed could cause a serious cash flow problem.

Mr. Marseglia said that the cash balances would be estimates and that's not an efficient or effective way for the Board to handle it's finances.

Ms. Kirsch said that Ms. Castanteen is looking into the possibility of wire transfers to the city for payroll and medical.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the Director's Report has a summary of building and grounds information.

8. Community Affairs: Ms. Ortiz:

Ms. Ortiz distributed the Adult flyers to the Trustees.

The Children's Department programs for December include "Mother Goose Time" Wednesdays and Saturdays; "Preschool Story Hour" Wednesdays and Saturdays; "Reading With Rodney" Monday December 14th; "Video Games" Wednesdays for grades four through six; "Lego Day" Monday December 7th; "Arts & Crafts – Holiday Tree Decorating – Monday December 1st" and movies every Saturday at 2:00 p.m.

Adult programs for December include: "Affordable Care Act Enrollment-Get Covered!" Fridays December 4th, 11th, and 18th; "Jane Stuart - Sings Songs of the Season" Sunday December 3rd; "Monday Morning Music" December 7; "Join our Coloring Club!" Tuesday December 8; "Cent'Anni: The Sinatra Legend at 100" Tuesday December 15th; "I'm 55+ - What do I do now?" December 16th; "Open Mic Night" Thursday December 17th; on December 10th the Thursday Night Movie will be "San Andreas"; "It's a Wonderful Life" will be shown at the movie matinee on Thursday December 17th; and "Inspect Your Gadget!" Thursday mornings from 11:00 to 12:00.

Tuesday after school on December 1st and 15th and at 1:00 p.m. on the 8th there will be free events for students in grades 7 through 12.

Book clubs scheduled for December are - "Young Adult Books for Adults Book Club" December 5th; "Book Discussion Group" December 12th; "Just the Facts: A Non-fiction-Only Book Club" December 19th.

In the Gallery and Display Cases is an exhibit entitled "Visions in Reality: Impressions of Representative Art in Oil" by Peggy Stanton Chibaro and "Maya" acrylic on canvas or paper by Bhaskar Menon.

Library patrons can receive news of upcoming library events by email.

The library provides "Citizenship Classes"; "Computer Instruction & eBook Assistance"; "English Conversation Classes" and individual assistance for online job searching, preparing job applications and email, for interested patrons.

Movies, music, TV shows, e-audiobooks and ebooks are available for free with a library card.

9. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen read remarks from two Hackensack residents: one woman who had help with her computer: "If I had to make a list of important people in my life you would be on it" – and another, a man who had individual help with online applications and resumes: "No one else ever helped me with this. I didn't know where to go to get help with this."

Kristi Izzo commented on the increase in downloadable material circulation and asked if we still had workshops on using eBCCLS.

Ms. Castanteen said she would like to consider offering Keri Adams full time, so she can do more tech training for patrons.

Several board members were in agreement with Ms. Castanteen.

b. Gifts and Letters of Appreciation

Ms. Castanteen said the evaluations she received for the program presented by Theo Solomon were overwhelming. Everyone enjoyed his presentation.

A Thank you was received from the children at the Parker School for the visit by Babette Smith from the Junior Department at their "Pirate Night" program.

The "Read to Know Group" sent a thank you for helping them give out their free books.

A thank you was received from Irene Burman a library patron.

10. Personnel Committee: Mr. Marseglia

a. Personnel Actions

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board moved into Closed Session at 4:35 p.m. pursuant to the provisions of the Open Public Meeting Act. The discussions will be made public at the earliest possible date.

On motion of Ms. Kirsch, seconded by Ms. Izzo the Board returned to open session at 4:45 p.m.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board approved the following personnel actions:

The 2016 salaries for the supervisors and the Assistant Director be increased by 2.00% or \$1,250 whichever is greater, the 2016 salary for Ms. Castanteen, Director, increased to \$115,000; a promotion for Mari Zigas to Librarian and Head of Children's Services effective January 1, 2016 at an annual salary of \$55,000; salary increases effective January 1, 2016 for Masshiel Barrios, Monitor, \$10.35 per hour and Gerry Miguel, Monitor, \$12.34 per hour.

New hires: Barbara Hedges-Slack, Clerk 1, November 17th at \$20 per hour; and Tatyana Santiago, Monitor, November 21st at \$9.00 per hour

11. Old Business

Ms. Coles asked about our Cleaning World contract decision. Ms. Castanteen and Ms. Kirsch agreed that a month-to-month arrangement would be made in January while Ms. Castanteen assesses the pros and cons of hiring a night custodian.

12. New Business

The Board asked about the new BCCLS executive director, and Ms. Castanteen said she was optimistic about Marie Coughlin's appointment and pleased with Ms. Coughlin's background in urban libraries.

Ms. Izzo asked if Trustees can participate in the BCCLS Strategic Planning groups. Ms. Castanteen said that only directors would be allowed in the small group meetings.

Ms. Kirsch described the library's book giveaway at the Tree Lighting on December 7th. Ms. Izzo asked where the books were obtained and Ms. Castanteen explained that the library purchased some but most were donations of new books from the Read Now organization.

13. Adjournment

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

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary