

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, June 14, 2016. The meeting was called to order at 4:03 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
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

Not Present

Mr. Anthony Marseglia
Ms. Robin Coles
Mayor John P. Labrosse, Jr.
Mr. Joseph Cicchelli, Acting 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 May 10, 2016 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes of the May 10, 2016 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

| | <u>May 2016</u> | <u>Year-to-Date</u> |
|-------------------|-----------------|---------------------|
| Operating Account | | |
| Income: | \$362,424.39 | \$1,479,673.54 |

| | | |
|---------------------------------|--------------|---------------|
| Disbursements: | \$216,482.67 | \$ 967,408.66 |
| Cash balance as of May 31, 2016 | | \$ 512,264.88 |

| | | |
|------------------------------|--------------|-------------|
| Capital Account: | | |
| Income: | | \$ 7.57 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as May 31, 2016 | \$ 46,195.38 | |

| | | |
|------------------------------|--|--------------|
| Donation Account: | | |
| Income | | \$ 3.70 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as May 31, 2016 | | \$ 22,586.05 |

| | | |
|------------------------------|--|---------------|
| Librarian's Special Account: | | |
| Income: | | \$ 283.11 |
| Disbursements: | | <u>180.00</u> |
| Cash balance as May 31, 2016 | | \$ 19,060.22 |

| | | |
|---------------------------------|--|-------------|
| Paver Account: | | |
| Income: | | \$.74 |
| Disbursements: | | <u>0.00</u> |
| Cash balance as of May 31, 2016 | | \$ 4,529.11 |

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

b. Bills: Ms. Castanteen

| | |
|---|---------------|
| June 2016 Budgetary Account Bills | \$ 405,615.12 |
| June 2016 Librarian's Special Acct. Bills | 30.00 |
| June 2016 Paver Account Bill | 39.00 |

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

6. Budget and Finance Committee: Ms. Kirsch

a. Resolution for Terminal Leave

JOHNSON PUBLIC LIBRARY

RESOLUTION FOR TERMINAL LEAVE PAYMENT

WHEREAS, the Board of Trustees of the Johnson Public Library (the "Board") has an obligation to Isaac Annan in accordance with his employment agreement of \$100 per unused sick day.

NOW, THEREFORE, BE IT RESOLVED that the Johnson Public Library Board of Trustees, authorizes a payment to Isaac Annan in the amount not exceeding \$19,350.

Moved by: Laura Kirsch

Seconded by: Sonia Recarte

| Date: June 14, 2016 Roll Call Vote: | Aye | Nay |
|-------------------------------------|--------|-----|
| Linda Flynn | X | |
| Anthony Marseglia | Absent | |
| Laura Kirsch | X | |
| Cynthia Ortiz | X | |
| Kristi Izzo | X | |
| Sonia Recarte | X | |
| Robin Coles | Absent | |
| Mayor John Labrosse | Absent | |
| Superintendent Joseph Cicchelli | Absent | |

I hereby certify on this 14th day of June 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 June 14, 2016.

Cynthia L. C. Ortiz
Cindi Ortiz, Secretary

JOHNSON PUBLIC LIBRARY

RESOLUTION FOR TERMINAL LEAVE PAYMENT

WHEREAS, the Board of Trustees of the Johnson Public Library (the “Board”) has an obligation to Sunil Mehta in accordance with his employment agreement of \$100 per unused sick day.

NOW, THEREFORE, BE IT RESOLVED that the Johnson Public Library Board of Trustees, authorizes a payment to Sunil Mehta in the amount not exceeding \$\$12,631.21.

Moved by: Laura Kirsch

Seconded by: Kristi Izzo

| Date: June 14, 2016 Roll Call Vote: | Aye | Nay |
|-------------------------------------|-----|-----|
|-------------------------------------|-----|-----|

| | | |
|---------------------------------|--------|--|
| Linda Flynn | X | |
| Anthony Marseglia | Absent | |
| Laura Kirsch | X | |
| Cynthia Ortiz | X | |
| Kristi Izzo | X | |
| Sonia Recarte | X | |
| Robin Coles | Absent | |
| Mayor John Labrosse | Absent | |
| Superintendent Joseph Cicchelli | Absent | |

I hereby certify on this 14th day of June 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 June 14, 2016.

Cynthia C. L. Ortiz
Cindi Ortiz, Secretary

Ms. Kirsch reported that the medical, insurance and pension bills for the first quarter of 2016 have been received from the City. An unexpected increase in the cost of the pension may make it necessary to transfer funds from the Trustees Reserve Account to make up any deficit even though the budget was not that far off. The Board will need to adjust the budget at the end of the year to reflect the change in the line item

The auditor may note special circumstances.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the carpet in the Children’s Room will be installed on Monday and Tuesday June 13th and 14th. The room will be closed until the installation is completed.

The freight elevator has been repaired; and the bushes are being trimmed.

The New Jersey Commission for the Blind and Handicapped will partner with the library to provided assistance to the visually impaired. The library will be granted equipment reserved for this program, but also available to the general public.

Ms. Izzo asked if there would be a space issue.

Ms. Castanteen said shelves in the Periodicals Department will be taken down to provide the space needed.

Ms. Kirsch said removing Government Documents and storing the materials in the back of the basement until they can be discarded would free up the space for other uses.

Ms. Castanteen said she will put the new librarian in charge of the Government Documents materials.

Ms. Kirsch said we are still working on quotes for the new sound and projection system. The system may cost in the \$10,000 to \$15,000 range.

A resolution will be presented to the Board before any purchase is made.

Ms. Kirsch said read the Director's Report for more information.

8. Personnel Committee: Ms. Ortiz

a. Request for Promotion

Ms. Ortiz requested the Board approve a promotion for Gladys Cepeda, Bilingual Library Assistant, to Senior Bilingual Library Assistant with an increase of \$5,000 for an annual salary of \$39,000 as of the first pay in July.

Ms. Cepeda has a Master's Degree in Child Advocacy, a BA in Literature and an Associate Degree in Early Childhood Education.

Her selection of Spanish-language materials has increased the circulation of books in Spanish and she initiated a bilingual cookbook club for adults and a bilingual cooking club and a bilingual science club for the children

Ms. Cepeda attended a REFORMA (National Association to Promote Library services to Latinos) workshop on her own volition and is giving life to an area of programming that is needed by the residents of Hackensack. She is opening up the library to a whole new group of children and their parents.

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the request was approved.

b. Request for salary range for new hire anticipated in July

Ms. Ortiz requested the Board approve a salary range of up to \$28.03 per hour for a part-time librarian and a salary range of up to \$26.38 per hour for a part-time library associate to replace the reference hours that Isaac Annan and Sunil Mehta worked.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the request was approved.

9. Strategic Planning Committee: Ms. Izzo

Ms. Izzo reported that the library will need to look at space usage as well as other elements of a strategic plan.

Ms. Izzo reported that she and Ms. Castanteen were researching planning consultants through recommendations from library directors and the state library.

Library Development Solutions will make a presentation to the Board at the September Meeting.

The cost for a consultant will be in the \$20,000 to \$25,000 range. Last time the strategic report was done it was on a base level, this time it will be more diverse - reaching out to different segments of the community, interviews with community leaders and organizations and focus groups.

Ms. Castanteen will draw up a list of top topics and meet with the staff for their input.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the June brochures to the Trustees.

The Gallery and Display Cases feature an ICAL exhibit of Latin American art “View of the World” by students and local artists. The display was coordinated by Lucia Luna.

Adult programs for June include: Thursday June 2 the movie “The Finest Hours”; “Gardening in Small Spaces” Wednesday June 8th ; “Spectrum for Living Recruitment Event” Thursday June 9th; “Expungement Seminar” Friday June 10th ; “Adult Coloring Club!” Tuesdays, June 14th and 28th; “I’m 55+ - What Do I Do Now?? Explore ReServe!” Wednesday June 15th; “All About Twitter” Wednesday June 15th; “Simple Exercise to Keep You Healthy!” Thursday June 16th; “Cook Book Club” Monday June 20th; “Veterans’ Benefits Information” Friday June 24th; “Open Mic Night” Thursday June 30th; and “Inspect Your Gadget!” Thursday mornings at 11:00 a.m.

The “Teen Summer Reading Program” sign up begins Tuesday June 14th at 3:00 p.m. Many free special events are planned for students entering grades 7 through 12 in fall of 2016. Any student who reads at least five books over the summer will be eligible to win a “Kindle Fire” at the final party.

Book groups scheduled for May include: “Young Adult Books for Adults” Saturday June 4th; “Book Discussion” Saturday June 18th; “Just the Facts: A Non-fiction-Only Book Club” Saturday June 25th; and the “Lit/Fic Book Club” Saturday June 4th.

A new brochure “Adult Department Services” includes information on: How to sign up for email information about library programs: “Citizenship Classes”

The children’s Room programs for July and August include: “Makers program” Mondays for grades 3 through 6; “Arts and Crafts” Mondays for grades 2 through 6; “Bilingual Cooking Club” Mondays for children in kindergarten through 2nd grade; “Junior Arts and Crafts” Tuesdays for children in kindergarten through 1st grade; “Chess Club” Tuesdays grades 3 to 6; “Preschool Story Hour” Wednesdays ages 3 to 5; “Mother Goose Time” Wednesdays ages 0 to 2; “Video Game Club” Wednesdays grades 3 through 6; “Spanish/English Bilingual Story Time” Thursdays for ages 3 to 6; “Summer Reading club 2016”; “Beady Buddies” Fridays grades 3 to 6; “Bilingual Science Club” Fridays grades 3 to 6; “Special Needs Story Hour” July 16th all ages; “Reading With Rodney” July 8th and August 5th grades 1 to 6; and” Saturdays at the Movies!”

11. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

“Game of Thrones - Pub Trivia” run by our librarians at Hackensack’s Pointin Still garnered us the rare audience of young people in their 20s and early 30s. Mari Zigas was the emcee and was complimented by another trivia host who was there.

“Sinatra & His Friends” was very well attended with 59 people. It was mentioned in the press.

Ms. Castanteen said Michelle Acosta will have a ribbon-cutting ceremony for our new Citizenship Corner, on July 6 at 1:00 p.m. Before that, there will be a Naturalization Information session presented by the USCIS.

b. Trustee Education Credits

Ms. Castanteen reported that between Ms. Izzo and Ms. Ortiz they have fulfilled the state requirement for Trustee Education for 2016.

c. Gifts and Letters of Appreciation

Ms. Castanteen said three thank you emails have been received.

Ms. Lucia Luna of ICAL thanked Ms. Schuit and the library for their assistance with their program.

An email was received thanking Michelle Acosta for her help.

A member of the library book group sent an email expressing their enjoyment of the group.

12. Old Business

No report

13. New Business

Ms. Kirsch said she is talking to the new owners of the Oritani Club about the possibility of obtaining parking spaces in their lot for library use.

A suggestion was made to note on the library brochures that on street parking is free after 6:00 p.m.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 4:50 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary

