

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, May 9, 2017. The meeting was called to order at 4:00 p.m.

1. Roll Call

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

Also Present

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

Not Present

Mr. Joseph Cicchelli, Acting Supt. of Schools
Mayor John P. Labrosse

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 April 11, 2017 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the minutes of the April 11, 2017 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

<u>Date</u>	<u>April 2017</u>	<u>Year-to-</u>
Operating Account		
	Income:	\$ 379,710.30
	\$1,291,893.16	
	Disbursements:	170,897.52
739,724.05		
	Cash balance as of April 30, 2017	\$
552,169.11		

Ms. Kirsch stated that the balance is high because no medical bills have been received and we do not know what the costs will be.

Capital Account:		
	Income:	\$
7.15		
	Disbursements:	
0.00		
	Cash balance as of April 30, 2017	
\$29,842.80		

Donation Account		
	Income	\$
5.73		

	Disbursements:	
<u>0.00</u>		
	Cash balance as of April 30, 2017	\$
23,890.84		
	Librarian's Special Account	
	Income:	\$
54.67		
	Disbursements:	
<u>150.00</u>		
	Cash balance as of April 30, 2017	\$
19,257.13		
	Paver Account:	
	Income:	\$
1.37		
	Disbursements:	
<u>0.00</u>		
	Cash balance as of April 30, 2017	\$
5,699.59		

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

b. Bills: Ms. Castanteen

May 2017 Budgetary Account Bills	\$177,665.11
May 2017 Librarian's Special Account Bills	60.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. Employee Medical Costs

Ms. Kirsch said the stop loss limit is \$100,000 with previous year's medical costs around \$400,000 to \$500,000. We have not yet received the bill for the fourth quarter of 2016. The City will not give us the costs until Horizon gives them the information.

With the stop loss limit, if several employees were to incur major medical expenses we could be in trouble.

Ms. Kirsch said we could setup a restricted account for catastrophic medical expenses or we could explore joining the P.E.R.S.state health plan. Enrolling in State Health Benefits would cost more than we have been paying in medical bills, but would reduce risk of being far over budget in medical costs in one year. It might be necessary to hire someone to administer this fund, which would add to the cost of State Health Benefits

Ms. Castanteen did a survey of other libraries to see how they handle health costs.

7. Building and Grounds Update: Ms. Kirsch

Millennium Fire Protection is working on the specifications for the basement sprinkler system. Once they are completed we will go out to bid.

The sidewalk lift is working.

We are waiting for the City Project Manager to let us know if we have space far enough away from the library for a generator.

The sound system has been installed.

The door frames in the basement have been painted.

8. Personnel Committee: Mr. Marseglia

a. Resignation of Manuela Miracle

Ms. Castanteen read Ms. Miracle's letter of resignation to the Trustees.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the May 19, 2017 resignation of Manuela Miracle, Reference Librarian, was accepted.

Ms. Castanteen has advertised the position and is looking for a suitable candidate.

9. Policy Committee: Mr. Marseglia

A proposal to co-sponsor programs has been received from a for profit business.

The Trustees will review the proposal.

10. Strategic Planning: Ms. Izzo

Ms. Izzo said all the focus groups have been finalized.

The survey is still ongoing. Out of the over 800 responses received few were in Spanish.

The “Community Conversation” group was small but had good suggestions.

Ms. Castanteen will send the Trustees the link to the data so it can be reviewed before the retreat.

The link to the survey will be sent to the Trustees to forward to friends in Hackensack.

The retreat will be May 17th starting at 4:00 p.m.

11. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers and brochures to the Trustees.

Teen Tuesday will be June 13th starting the “Summer Reading Program.”

Adult programs for June include: “Get Your Immigration & Naturalization Questions Answered” Thursday, June 1st; New evening “Citizenship Classes” Mondays in June; “Ken Greves in Concert Tuesday June 6th”; “Adult Coloring Club” Tuesdays June 13th & 27th; Wednesday Afternoon Movie June 14th; “Open Mic Night” Thursday June 22nd; “Game of Thrones - Pub Trivia” Tuesday June 20th at the Poitin Still; “Expungement Seminar” Friday May 23rd; “Be Your own Graphic Designer” Wednesday June 21st “Cook Book Club – Food for Thought” Monday June 26th.

The Gallery and Display cases have images and artwork from Latin Artists presented by ICAL.

Book groups for June are: “Young Adult Books for Adult Readers” Saturday June 3rd; “The Greats” Book Club Saturday June 10th; and “Just the Facts: A Non-fiction-Only Book Club” on Saturday June 24th.

Citizenship Classes are held on Mondays and Thursdays, ESL Classes are held on Wednesdays and Thursdays. Classes are free and no registration is required.

Ms. Castanteen said some of the programs for May include: “De-clutter, De-stress...and Get things Done!” Tuesday May 9th; “Pub Trivia!” Tuesday May 16th; and “Open Mic Night” Thursday May 18th.

The Children’s Department programs for children up to 6th grade in May include - Mondays “Crafternoon” and “Once Upon a Craft”; Tuesdays “Sensory Story Time”, and “Bilingual Reading Helper”, Wednesdays “Tiny Tots Story Time”, “Rhythm & Rhyme”, and “Video Game Club”; Thursdays “The Young & the Restless for Preschoolers”. “Bilingual Story Time”; and “Lego League”; Fridays “Chess” grades 3 to 6, and on Friday May 26th “Reading with Rodney”.

“Star Wars Day” for grades 2 to 6 is scheduled for Thursday May 4th.

Movies have been scheduled for Saturdays in May.

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said some of the excellent programs in April included:

“Networking” which was attended by over 40 people, mostly members of the Hackensack Regional Chamber of Commerce.

“De Clutter, De-Stress” with HGTV’s Jamie Novak.

“Pub Trivia” which will be Shondaland themed in May.

This summer there are several science programs and a “Fashion” program using coding for children.

b. Gifts and Letters of Appreciation

No report

13. Old Business

Congratulations to Ms. Coles for her win in the School Board election.

14. New Business

Ms. Castanteen said the City Shield placards are ready for pick-up at City Hall.

They should be placed on the car's dashboard.

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 4:47 p.m.

Respectfully submitted

Cynthia L. C. Ortiz
Secretary