

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, December 12, 2017. The meeting was called to order at 4.05p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

Ms. Sharon Castanteen, Director  
Ms. Barbara Schuit, Assistant Director  
Mrs. Ann Bowen, Principal Account Clerk  
Mr. James Mangin, Chief Financial Officer

Not Present

Ms. Robin Coles  
Ms. Rosemary Marks, 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 14, 2017 Board Meeting

Ms. Izzo said corrections should be made to page 6 item 8 - the 2<sup>nd</sup> paragraph should be removed.

The 3<sup>rd</sup> paragraph should read “On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board approved the Strategic Plan, placing it on the library website and sending a link to the plan to the people who helped, with a statement- thank you for participating.”

The 4<sup>th</sup> paragraph should read “Ms. Izzo said at the December meeting she would like to discuss the draft Space Assessment provided to the Board and proposed a walking tour of the library at the start of the December 12, 2017 meeting.”

Ms. Kirsch said on page 3 item #6 should be corrected as follows: “On motion of Ms. Kirsch, seconded by Ms. Ortiz, the tentative 2018 Budget Request with revenue and expenditures of \$3,432,394 was approved by the Board.

On motion of Ms. Izzo, seconded by Mr. Marseglia, the November 14, 2017 Board minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer’s Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>November Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
November 2017	\$130,202.50	\$2,947,757.47
Disbursements:	\$160,733.69	2,357,511.32
Cash balance as of November 30, 2017		\$ 590,246.15
Capital Account:		
Income:	November 2017	\$ 14.99
Disbursements:		<u>0.00</u>
Cash balance: November 30, 2017		\$29,935.70
Donation Account:		
Income:	November 2017	\$ 382.13

Disbursements:		<u>0.00</u>
Cash balance:	November 30, 2017	\$24,724.70
Librarian's Special Account:		
Income:	November 2017	\$ 59.69
Disbursements:		<u>129.99</u>
Cash balance:	November 30, 2017	\$19,294.24
Paver Account:		
Income:	November 2017	\$ 2.96
Disbursements:		<u>0.00</u>
Cash balance:	November 30, 2017	\$ 6,017.79

On motion of Ms. Ortiz, seconded by Ms. Von Rudenberg, the report was accepted.

b. Bills: Ms. Castanteen

December 2017 Budgetary Account Bills	\$639,528.36
December 2017 Donation Account Bill	6,083.00
December 2017 Librarian's Special Acct. Bill	180.00

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

Ms. Kirsch said the 2<sup>nd</sup> and 3<sup>rd</sup> quarter medical bills have been received. We will pay the 2<sup>nd</sup> quarter bill when we receive our second appropriation check from the City. The 3<sup>rd</sup> quarter bill will be paid when we have the reimbursement for the "Stop Loss"

6. Budget and Finance Committee: Ms. Kirsch

a. 2017 Budget: Final Adoption

Ms. Kirsch and the Board reviewed the 2017 Budget.

Ms. Kirsch said some lines will be moved around, but the final figures will include payment for the medical bills and it may be necessary to appropriate funds from our reserve account.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the 2017 Final Budget with revenue and expenditures of \$3,440,089.

b. 2018 Budget Request

Ms. Kirsch said the 2018 Budget Request and the Budget Narrative were included in the December Board packet.

Ms. Kirsch said over the past 4 or 5 years we have worked with the City. The first year the City appropriation was cut but costs for increases in services to our patrons and medical bills continued to rise. With most dollar amounts fixed we are left with no wiggle room. The 2018 Budget Request, even with an increase in the City appropriation, is tight.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the 2018 Budget request with revenue and expenditures of \$3,432,394.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said Mr. Iovino has sent the CAD files and we are waiting for quotes from Turnkey for the sprinkler system.

We will be getting three new cameras in 2018

8. Strategic Planning Committee: Ms. Izzo

a. Notes from Planning Meeting to review Space Assessment

Ms. Izzo said the Space assessment shows there is enough space for the changes proposed; it just needs to be used more efficiently.

The City is changing and the library appeals to different groups so we will need to provide more activities.

The board discussed possible spaces for a teen room, and a business and technology center to teach patrons how to use the new digital equipment or have concentrated activity areas.

Ms. Izzo said that Ms. Castanteen has contacted other libraries for their recommendations for an architect. The Board will have to approve a RFQ.

Mr. Mangin said the Board should look for library experience as part of their qualifications.

Ms. Castanteen said she might have a draft of the RFQ in January.

Ms. Kirsch mentioned the construction grant from the state and the possibility of asking the City to help us with matching funds.

Ms. Izzo asked the Board to join her on a tour of the library to see the areas discussed.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board acknowledged receipt of the Space Assessment.

9. Policy Committee: Mr. Marseglia

a. Children in the Library Policy

Mr. Marseglia said two situations have made it necessary to revise our “Children in the Library Policy”.

1. “An adult who is not accompanying a child may only be in the children’s room for access to children’s materials (to be used on the adult side) or checking out children’s materials.”

2. “Children of school age are not allowed in the library while school is in session, except under special circumstances approved by the librarian.”

On Ms. Kirsch’s suggestion, item 6, the line “The minors must leave the library promptly at closing time” has been eliminated.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the revised “Policy on Children in the Library” was approved.

10. Personnel Committee: Mr. Marseglia

a. Increases for non-union, non administrative

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved a 2.3% increase for all eligible non-union, non-administrative personnel effective January 1, 2018.

11. Community Affairs: Ms. Ortiz

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

The 2017 “Winter Exhibit” of the Hackensack Art club was coordinated by Helen DiCarlo.

Programs scheduled for December include: “Gift Wrapping Party” on Saturday December 2<sup>nd</sup>; “English Conversation Classes” Wednesdays and Thursdays; “Citizenship Classes” on Mondays and Thursdays; “Inspect Your Gadget” on Thursdays; “LEAP Assistive Tech Class: iPad Advanced” Friday December 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup>; Monday December 11<sup>th</sup> “Monday Morning Music”; Wednesday December 13<sup>th</sup> “Online Business and NJ Tax” “Harry Potter Pub Trivia” at the Poitin Still Tuesday December 19<sup>th</sup> at 7:00 p.m.; and “Open Mic Night” on Thursday December 21<sup>st</sup>.

Book Clubs scheduled for November: Saturday December 2<sup>nd</sup> “The Greats Book Club” and “Teen Books for Adult Readers”; Saturday December 16<sup>th</sup> “Just the Facts: A Non-Fiction-Only Book Club” and Monday December 18<sup>th</sup> “Food for Thought Cookbook Club”.

Patrons can come in to the library or schedule an appointment with a “Social Work Intern” to discuss their questions regarding community resources, career and life planning.

The library “Baby Box” program provides free starter kits for infants.

“Mobile Hotspots” for free access to the Internet on the go are available for Hackensack residents.

The library will be closed Monday, December 25 for Christmas.

Teen programs scheduled for November include: Teen Tuesdays 3:15-40 p.m.; “Coding Club” Wednesday November 15<sup>th</sup>; “STEM Games” Thursday November 2<sup>nd</sup>; and “Volunteens” on Wednesday November 15<sup>th</sup>.

Programs scheduled for the Children’s Department in November include: Mondays “Maker’s Lab”; Tuesdays “Sensory Story Time” and “Homework Helper”; Wednesdays “Tiny Tots Story Time”, “Rhythm & Rhyme” and “Video Game Club”; Thursdays “The Young & The Restless for Preschoolers”, “Bilingual Story Time”, “Crafternoon” and “Homework Helper” and on Friday November 10<sup>th</sup> “Barks & Books: Read With Rodney, The Therapy Dog”; and a free vision screening test on Saturday November 4<sup>th</sup>.

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

12. Librarian’s Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the “Volunteen” program consists of Hackensack High students coming in twice a week to help other children with homework assignments.

This month, and almost every month, the bi-lingual services coordinator, Michelle Ferreira, served over 200 people using ESL, Citizenship Classes, baby boxes, and guitar classes.

The mobile Hot Spots are very heavily used and there is currently a waiting list.

b. Gifts and Letters of Appreciation

Ms. Castanteen said a letter was received from Katherine Resnick, thanking Ms. Castanteen for the tours of the library and for the library’s information table table in the lobby of the Ciarco center

Ms. Taffe sent a letter with a check and asked it be used for something special for the children’s department.

Mr. John Evans sent a \$200 contribution to the Brick by Brick Paver Campaign. He does not want a brick, just the chance to support the “such a wonderful institution”.

Also an email was received from the Dean of the Ciarco Center complimenting the ESL tours and requesting more.

13. Old Business

Ms. Flynn asked Ms. Castanteen to check with the City regarding the “Stop for Pedestrians” sign on the corner of Camden and Main Street that is no longer there.

14. New Business

Mr. Mangin spoke to the Board about the City’s health coverage.

The city is self-insured, they pay claims dollar for dollar. The “StopLoss” threshold is \$100,000 Because this is a considerable burden on the Library’s budget, Mr. Mangin made some suggestions for when the library’s union labor contract comes up for renewal. Mr. Mangin said that the city has changed the language in their contracts, adding “customary and reasonable fees” as a requirement for health care providers.

Mr. Mangin also explained that if the employees chose less expensive plans, it would be less expensive for the City and the library.

Mr. Marseglia thanked the Board and staff for their support in the loss of his wife.

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at 5:55 p.m.

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary