

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, October 10, 2017. The meeting was called to order at 4:06 p.m.

1. Roll Call

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

Not Present

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 September 12, 2017 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Coles, the minutes of the September 12, 2017 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:		
September 2017	\$251,081.88	\$2,547,913.27
Disbursements:		
	\$148,673.78	2,029,864.96
Cash balance as of September 30, 2017		\$ 518,048.31
Capital Account:		
Income:	September 2017	\$ 14.98
Disbursements:		<u>0.00</u>
Cash balance: September 30, 2017		\$29,906.25
Donation Account:		
Income:	September 2017	\$ 12.10
Disbursements:		<u>0.00</u>
Cash balance: September 30, 2017		\$24,150.86
Librarian's Special Account		
Income:	September 2017	\$ 49.66
Disbursements:		<u>40.00</u>
Cash balance: September 30, 2017		\$19,305.17
Paver Account:		
Income:	September 2017	\$ 2.96
Disbursements:		<u>0.00</u>
Cash balance as of September 30, 2017		\$ 5,911.96

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

b. Bills: Ms. Castanteen

October 2017 Budgetary Account Bills	\$168,073.75
October 2017 Librarian's Special Acct. Bill	30.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said she is working on the operating budget for 2018 that will include a request for an increase in our municipal appropriation. She will present the budget to the Board in November for approval.

Ms. Kirsch said that we are still waiting for the medical costs for 2017. We paid two months of 2016 and the first quarter of 2017 but it is difficult to project the additional costs because of two employees with catastrophic medical situations.

Ms. Kirsch said the restricted health care fund was set up to help us handle just this situation but if necessary she and Ms. Castanteen will have to speak to the City Manager about the situation.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said it will be expensive to retro fit the basement with a sprinkler system because the existing water pressure is not enough. The water main in the street will need to be dug up and replaced along with the piping in the library.

Ms. Kirsch will explore the fire code regulations and speak to the Fire Officials regarding alternative solutions or the possibility of the library being grandfathered in as regards the new codes.

Ms. Kirsch reported more security cameras have been ordered.

The lights in the Courtyard have been fixed.

8. Strategic Planning Committee: Ms. Izzo

a. Final Draft of Strategic Plan

Ms. Izzo provided copies of the draft of the “Strategic Plan” for the Trustees.

Ms. Izzo had hoped the Trustees could review the plan and discuss it at the November Board Meeting. The City needs the input from the plan so it is necessary to approve some of the items in the plan.

On page 12 the mission/vision statements were discussed.

On motion of Ms. Izzo, seconded by Ms. Ortiz, the Board approved the mission/vision statement “The Johnson Public Library: The community’s destination for discovery, learning, and making connections”.

On page 16 the goals of the library were reviewed.

On motion of Ms. Izzo, seconded by Ms. Coles, the Board adopted the goals of the library contained in the “Strategic Plan”.

Ms. Izzo said the space assessment is an integral part of the plan. There is a good space, but it needs to be repurposed and made more beneficial for the community.

Less physical collections will create more space for other purposes. Staff will need to be trained to help patrons use digital materials, which in turn will increase circulation and help the library address the changing needs of the community. Creating a teen space and additional seating will also be included.

Ms. Izzo said Ms. Castanteen has contacted other libraries for their recommendations for an Architect/Design Firm and she will ask the Board to approve a release of an RFQ to solicit professional services.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the October “Events Calendar” to the Trustees.

The art display “Animals in the Wild” is presented by Allan Patrett.

Adult programs in October include: "Monday Morning Music" on October 2nd; "Special Needs Travel" on Wednesday October 4th; "Yoga" on Thursdays October 5th, 19th and 26th; "Survive a Power Outage" on Wednesday October 11th; "Howdy Stranger" on Thursday October 12th; "How to Start a Small Business" and "Expungement Seminar" on Friday October 13th "; "Guitar Class" and "Hispanic Heritage Fiesta" on Saturday October 14th; "Pub Trivia" Tuesday October 17th; "Homecare and Working with the Medically Frail" Wednesday October 25th; "Medicare P&Q's" Thursday October 26th; and "Veterans Affairs-Benefits" Friday October 27th.

October Books Clubs include: "YA Books for Adult Readers" Saturday October 21st; "The Greats" Saturday October 14th; "Food for Thought" Monday October 16th; and "Just the Facts: A Non-Fiction-Only Book Club" Saturday October 21st.

The Fall Book Sale was held on Saturday October 7th.

English Conversation Classes are offered on Wednesdays and Thursdays for Hackensack residents only. Registration is required.

Citizenship Classes are offered on Mondays and Thursdays. Registration is required.

Children's programs for October include: "Makers Lab"; "Sensory Story Time"; "Homework Helper"; "Tiny Tots Story Time"; "Rhythm & Rhyme"; "Video Game Club"; "The Young & The Restless for Preschoolers"; and "Barks & Books: Read with Rodney, the Therapy Dog".

The programs run through December 8th on a first come first serve basis.

The "Haunted Library" is scheduled for Friday October 20th. No registration is required.

Ms. Castanteen said new programs include "Stem Games"; "Get Rich... Someday!" and "Coding Club".

10. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said that Michelle Ferreira helped a patron get a job.

Cathy Folk-Pushee is working with the wife of a professor who learns in a different way how to use Excel.

The Mobile Hot Spots are a benefit much appreciated by our patrons, especially those with limited data plans.

The “Women’s Car Care Clinic” was well attended and all appreciated the program.

b. Gifts and Letters of Appreciation

Ms. Castanteen said she received emails thanking the library for the “Essential Oils” program – a great community event.

Emails were received thanking the library for the “Epic Parenting” program.

11. Personnel Committee: Mr. Marseglia

a. Resignations, replacements

Mr. Marseglia said Sam Zitomer, Security Guard, resigned October 3, 2017.

Brigid Cahalan was hired as of October 13, 2017 as a reference librarian at a rate of \$29 per hour for 12 hours a week.

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the personnel actions were approved.

b. Administrative Contracts

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board moved into closed session at 5:10 p.m. as per the Open Public Meeting Act, to discuss 2018 increases for the administrators.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board moved into open session at 5:20 p.m.

On motion of Mr. Marseglia, seconded by Ms. Coles, the Board approved the following salaries for administrators and supervisors for 2018:

Barbara Schuit, Assistant Director, \$76,500
Deborah Bock, Head of Reference Department, \$93,300
Michael Ferrante, Head of Technical Services, \$56,500

Beverly Wyche, Head of Circulation, \$65,000

Mari Zigas, Head of Children's Department \$64,000

Keri Adams, Official Appointment, Head of Periodicals, \$72,000

12. Old Business

No report

13. New Business

Ms. Izzo asked what has happened with Hoopla.

Ms. Castanteen said BCCLS is dropping the service because high volume use increased the cost.

Ms. Castanteen said we will test a new arrangement and pay for our own streaming service.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Von Rudenberg, the meeting was adjourned at 5:45 pm.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

