

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 9, 2018. The meeting was called to order at 4:00 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Stephanie Von Rudenborg, Council Liaison
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 December 12, 2017 Board Meeting

Mr. Marseglia said on page 4 first paragraph second line should be corrected as follows "Final budget with revenue and expenditures of \$3,440,089."

Ms. Izzo said Mr. James Mangin should be listed under "Also Present."

On motion of Ms. Kirsch, seconded by Ms. Ortiz, Ms. Coles abstaining, the minutes were approved as corrected.

4. Public Comment

No report

5. Oath of Office for Ms. Flynn: Ms. Kirsch

Ms. Kirsch administered the Oath of Office for Ms. Flynn.

6. 2018 Officers: Ms. Castanteen

Ms. Castanteen asked for nominations for the 2018 Board Officers.

On motion of Ms. Izzo, seconded by Ms. Coles, the current "Slate of Officers" was approved for 2018.

7. 2018 Committees

Ms. Flynn asked if there were any changes to the 2017 Committees.

Mr. Marseglia said he will step down from the Building and Grounds Committee in 2018.

Ms. Flynn then appointed Ms. Izzo, Ms. Coles and Ms. Recarte to the Building and Grounds Committee for 2018.

8. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>December Month</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$249,937.15	\$3,197,694.62
Disbursements:	\$708,908.85	\$3,066,420.17
Cash balance as of December 31, 2017		\$ 131,274.45

Capital Account:	December 2017	
Income:		\$ 14.52
Disbursements:		<u>00.00</u>
Cash balance:	December 31, 2017	\$ 29,950.26

Donation Account:	December 2017	
Income:		\$ 106.36
Disbursements:		<u>00.00</u>
Cash balance:	December 31, 2017	\$ 24,831.56

Librarian's Special Account:	December 2017	
Income:		\$ 9.40
Disbursements:		<u>180.00</u>
Cash balance:	December 31, 2017	\$ 19,123.64

Paver Account:	December 2017	
Income:		\$ 2.92
Disbursements:		<u>00.00</u>
Cash balance:	December 31, 2017	\$ 6,020.71

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

b. Bills: Ms. Castanteen

January 2018 Budgetary Account Bills	\$206,674.09
January 2018 Librarian's Special Acct. Bill	109.95

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

Ms. Kirsch said our carry forward is low and we may have to transfer funds from the Reserve Account.

Mr. Marseglia noted that the 3rd and 4th quarter medical bills have not been paid.

9. Budget and Finance Committee: Ms. Kirsch

a. 2018 QPA Resolution

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Trustees approved the QPA Resolution naming James Mangin as purchasing agent for the library.

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2018 for the Johnson Public Library.

Moved by: Ms. Kirsch

Seconded by: Ms. Izzo

Date: January 9, 2018 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Councilwoman Von Rudenberg (Mayor's alternate)	Absent	
Acting Superintendent Rosemary Marks	Absent	

I hereby certify on this 9th day of January 2018 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 January 9, 2018.

b. 2018 Auditor Resolution

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Trustees approved the Auditor resolution naming Ferraioli, Wielkotz, Cerullo & Cuva, P.A. as JPL’s auditor.

A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,
WHEREAS, Ferraioli, Wielkotz, Cerullo & Cuva, P.A. were found to have high recommendations,
WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkotz, Cerullo & Cuva, P.A be appointed as auditors for the Library for 2018.

Moved by: Ms. Kirsch
 Seconded by: Ms. Coles

Date: January 9, 2018 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Councilwoman Von Rudenborg, Mayor Alternate	Absent	
Acting Superintendent Rosemary Marks	Absent	

I hereby certify on this 9th day of January, 2018, 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 January 9, 2018.

Cynthia C. L. Ortiz,
Secretary

10. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said the library has been approved by the Educational Services Commission of New Jersey for co-op pricing.

We had a fire inspection.

The specifications for the sprinkler system have not been received.

Ms. Izzo asked if a structural engineer should be contacted to check the foundation for problems because of the construction nearby.

Ms. Kirsch described the safety precautions taken by Hekemian.

a. RFQ for Architect

Ms. Kirsch said the RFQ included in the Board packet is a template used by the City.

The Trustees reviewed the proposal and made minor changes on page 2, 11, 12, 14 and 15.

Ms. Castanteen will speak to the City about the time frame.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the RFQ was approved as corrected.

Once qualification statements are received the Building and Grounds Committee will review them and bring their recommendation to the Board for approval.

It is possible that more than one Architect could be qualified and the work done in stages.

11. Strategic Planning Committee: Ms. Izzo

No report

12. Community Affairs: Ms. Ortiz

The Gallery has a retrospective of John Dunic's paintings.

A variety of Black Dolls from the collection of Michelle Rice are featured in the Display Cases.

Ms. Ortiz distributed the new Services Brochure and monthly flyers to the Trustees.

The library was closed Monday January 1st and will be closed on Monday January 15th for "Martin Luther King, Jr. Day".

Programs scheduled for the adult department in January include: "English Conversion Classes" on Wednesdays January 3rd, 10th, 17th, 24th and 31st; on Thursday January 4th, 11th, 18th, and 25th "Citizenship Classes", "Inspect Your Gadget" and "English Conversation Classes"; on Tuesday January 16th "Pub Trivia" at the Poitin Still; On Thursday January 25th "Open Mic Night" and on Friday January 26th "Veterans Affairs-Benefits".

Teen Programs scheduled for January include: Teen Tuesdays "Video Games, Laptops/Minecraft" on January 9th; "Mug Cakes" January 16th; "Pop Culture Trivia" January 23rd and "Perler Bead Magnets" on January 30th.

Book clubs in January are Saturday January 13th "Teen Books for Adult Readers"; "The Greats Book Club" January 20th; "Just the Facts Book Group" Saturday January 27th. And the "Food for Thought" cookbook club Monday January 22nd.

Hackensack patrons can meet with a social work intern, borrow a mobile hotspot for free access to the Internet on the go or sign up for a free "Baby Box".

It was suggested that the new JPL Services brochure be mailed to every household or sent electronically.

It might be able to include it as an insert in the City's Newsletter or in the Chronicle.

Ms. Castanteen will review the different possibilities.

12. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said the Public Services Librarian, Laurie Meeske, is doing a great job in weeding the 700 Room and moving the Collection to take advantage of the space.

Bound sheet music being withdrawn could use a new home. Ms. Schuit said she offered it to the Professional Music Teachers, but has not received an answer.

Cathy Folk-Pushee conducted mock job interviews this month.

The STEM Games have attracted a good group of teens.

b. Gifts and Letters of Appreciation

Ms. Castanteen said she received a Certificate of Appreciation from the Jury Manager thanking Ms. Schuit and Mr. Lombardo for their work in bringing the donated books from the library to her.

Joan Fedus, a Hackensack homeowner, send a note praising the library for doing good work.

13. Old Business

No report

14. New Business

No report

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:33 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

