

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, April 10, 2018. The meeting was called to order at 4:07 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 Rudenberg, Council Liaison

Also Present

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

Not Present

Ms. Rosemary Marks, 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 March 13, 2018 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the minutes of the March 13, 2018 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

| | <u>March, 2018</u> | <u>Year-to-Date</u> |
|-----------------------------------|--------------------|---------------------|
| Operating Account | | |
| Income: | \$250,350.98 | \$883,245.49 |
| Disbursements: | \$164,099.63 | \$663,762.51 |
| Cash balance as of March 31, 2018 | | \$219,482.98 |
| Capital Account: | <u>March, 2018</u> | |
| Income: | \$ 16.10 | |
| Disbursements: | <u>00.00</u> | |
| Cash balance as of March 31, 2018 | | \$ 30,000.81 |
| Donation Account: | <u>March, 2018</u> | |
| Income: | \$ 43.52 | |
| Disbursements: | <u>00.00</u> | |
| Cash balance as of March 31, 2018 | | \$ 25,213.68 |
| Librarian's Special Account: | <u>March, 2018</u> | |
| Income: | \$ 40.27 | |
| Disbursements: | <u>40.00</u> | |
| Cash balance as of March 31, 2018 | | \$ 19,019.10 |
| Paver Account | <u>March 2018</u> | |
| Income: | \$ 3.24 | |
| Disbursements: | <u>00.00</u> | |

Cash balance: March 31, 2018 \$ 6,030.87

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

b. Bills: Ms. Castanteen

| | |
|---|---------------|
| April 2018 Budgetary Account Bills | \$ 170,450.19 |
| April 2018 Librarian's Special Acct. Bill | 150.00 |

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that at a budget meeting with the City Manager and CFO, Jim Mangin, they were informed that the 2018 city appropriation would be approximately \$70,000 less than the library received in 2017.

Ms. Kirsch said that Ms. Castanteen will contact the City Manager, Ted Ehrenburg, for clarification of what was discussed at the meeting.

Ms. Kirsch will schedule a meeting of the Budget and Finance Committee to discuss how to deal with the shortfall this year. Fixed expenses increase each year and, if we receive a cut or are flat in the future budget years, it will adversely affect library service.

7. Policy Committee: Mr. Marseglia

a. Public Notary-Policy

JOHNSON PUBLIC LIBRARY

274 Main Street Hackensack, NJ 07601 201.343.4169

POLICY FOR NOTARY SERVICES

1. An appointment is required for notary service. Appointments may be made by phone or as a "walk in" at the circulation desk. Same day "walk in" appointments may be scheduled based on the availability of a notary and at the sole discretion of the notary.

2. The notary will keep a record of all patrons using this service, including contact information. Proper identification in the form of a current government-issued photo ID must be provided. Examples of acceptable ID are an unexpired photo driver's license or an unexpired passport.
3. Documents to be signed must be signed in the presence of the notary.
4. If a document to be notarized must be witnessed by others, the patron must provide his/her own witness(es). Library staff and library patrons may not be utilized to witness documents. The witnesses must provide photo identification as in 2.
5. No fee will be charged for notary service. However, a donation to the library will be accepted.
6. In accordance with New Jersey law, the notary shall not provide service if, in his/her judgment, the customer, document or circumstances of the request raise any issue of authenticity, ambiguity, doubt or uncertainty. In such circumstances, the notary may, at his/her sole discretion, decline to provide -notary service.
7. **The notary may not notarize wills (?) or deeds of property.** In addition, certain public documents, such as birth certificates, death certificates and marriage certificates, may not be copied and notarized-The notary shall not notarize true copies of documents. The patron may write "I declare this is a true, exact and unaltered photocopy of xxxxxx" and then sign and date this before the notary. The notary may then notarize this signature.
8. The notary shall not notarize documents written in a language that he or she cannot read and understand.
9. The notary and the patron seeking the notarization must be able to communicate directly with each other. Translators are not permitted.
10. There is a limit of 5 (five) documents per patron per day.
12. Appointments for Notary service shall be limited to Monday through Thursday from 10:00 a.m. – 5:00 p.m. and on Fridays from 10:00 a.m. – 4:30 p.m.
13. The Notary shall not give legal advice or provide legal references.

Mr. Marseglia said in #7 the sentence in red should be eliminated, as notary is only witnessing a signature. A stamp to be used when notarizing true copies would make this very clear.

In paragraph #6 –“ the” - should be removed.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the “Policy for Notary Services” was approved as corrected.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

Ms. Ortiz said she flyers posted in the high school library about the prom dress program.

“The American Experience” in the Gallery and Display Cases highlighting landmark events in the civil rights movement is coordinated by Nathaniel Briggs.

Adult Department programs scheduled for April include: “Monday Morning Music” April 2nd; “ Tuesday April 3rd “Where to Begin Sorting Your Stuff”; “Adult Paint Night” Tuesday April 10th ; “Disney Pub Trivia” Tuesday April 17th ; “ Lindbergh vs Levine: The Race to Cross the Atlantic” Thursday April 19th ; “Hoopla How to: Download Free Movies, Music & More!” Wednesday April 25th; “Open Mic Night” Thursday April 26th and “Veterans Affairs – Benefits” Friday April 27th.

“ Citizenship Classes” will be held on Mondays and Thursdays in April; “Small Business Mentoring” on Tuesdays, Wednesdays and Thursdays; “English Conversation Classes” on Wednesdays and Thursdays; “Meet with a Social Work Intern” on Wednesdays, Thursdays and Fridays; “Inspect Your Gadget” on Thursdays; and “Leap Assistive Technology Classes: iPad Basics” on Fridays.

Book Clubs scheduled to meet in April include “”Young Adult Books for Adult Readers Book Club” Saturday April 14th; “The Greats” Book Club Saturday April 21st; “Food for Thought” Cookbook Club Monday April 23rd and “Just the Facts: A Non-Fiction-Only” Book Club.

Teen programs for April include: “Learn to Play the Guitar!” the classes begin Saturday April 7th and run through Saturday May 26th. There is a non-refundable fee of \$50 per participant.

Teen Tuesday: “Video Games/Minecraft” April 10th; “Kahoot Trivia!” April 17th; and “Craft: Piper Cleaner Ninjas” April 24th.

The special event “Prom Drive & Dress Giveaway” to collect new and gently used dresses runs through Friday April 13th. The “Prom Dress Giveaway” will be on Saturday April 14th.

April specials scheduled for the Children’s Department include” “Spring Egg Hunt” Friday April 6th; “Barks & Books: Read with Brady” Saturday April 7th “Earth Day Celebration” Saturday April 21st; “Sensory Play” Thursday April 26th; And “Barks & Books: Read with Rodney & Baby Ruth” Friday April 27th.

Weekly programs in April include: “Makers Lab” Mondays; “Sensory Story Time” Tuesdays; “Homework Helper” Tuesdays and Thursdays; “Rhythm & Rhyme”; and “Video Game Club” Wednesdays; “The Young & the Restless for Preschoolers” and “Bilingual Story Time” Thursdays; “ESL Classes for Kids” Fridays; and “Saturday Afternoon at the Movies”.

9. Librarian’s Report: Ms. Castanteen

a. Financial Disclosure Forms

Ms. Castanteen said the “Financial Disclosure Forms” must be completed online by April 30.

The Trustees received their 2018 NJLA membership cards.

Ms. Castanteen said that the seven hours NJLTA requires for Trustee Education might be completed by Ms. Ortiz at the NJLA workshop. Ms. Castanteen will send a link to online webinars which will also meet the requirement.

Ms. Castanteen asked the Board’s approval to reimburse staff members who are taking professional development courses in New York City for parking and tolls.

The Board agreed to reimburse staff members tolls and a maximum fee of \$30 for parking.

b. Program Highlights: Ms. Castanteen

Ms. Castanteen reported that many lovely and expensive dresses have been donated for the “Prom Dress” program.

Ms. Castanteen reported that Margo Cooper’s history program was very well attended. She spoke about her family history.

Ms. Castanteen reported that programs coming soon include “Harry Potter - Escape the Room”, acting lessons with actor Teddy Coluca, our own Comic Con and a pet rescue adoption.

c. Gifts and Letters of Appreciation

Ms. Castanteen reported that we have received anonymous donations.

Ms. Castanteen reported that Anita Sarajian, a Hackensack resident, emailed Mayor Labrosse, Jr. expressing her appreciation for the efforts of JPL staff members, with their “Food for Thought Cookbook Book club”. Through their efforts the cookbook club will appear on ABC’s cooking show – “The Chew” on June 18, 2018.

10. Building and Grounds Committee: Ms. Kirsch

On motion of Ms. Kirsch, seconded by Ms. Marseglia the Board moved into closed session at 5:00 p.m. pursuant to the provisions of the Open Public Meeting Act. The Board discussions will be made public at the earliest possible date.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board moved into open session at 5:06 p.m.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board agreed that the library will engage Arcari and Iovino as architects, based on the Building and Grounds Committee’s recommendation, having thoroughly reviewed materials submitted in response to the RFQ and having conducted interviews with the Committee.

Ms. Flynn asked what our next step would be.

Ms. Kirsch said we would meet with Mr. Iovino to get a preliminary idea and that Mr. Iovino may be able to help us with the grant since he is a consultant for the state library. She mentioned that financing would be the biggest problem facing the renovation plans. Ms. Kirsch said that the Committee will ask Mr. Iovino to present designs in stages so it can accommodate flexible funding.

Councilwoman Von Rudenberg asked about the details of the grant and what funds would be needed for the matching grant.

Ms. Kirsch explained that if the city were willing to contribute they would probably need to authorize bonding in order to make application to the state library for funding. The regulations online now refer to one to one matching and other criteria, but that may change when they are released formally in August or September.

Ms. Kirsch said she hopes to be able to get matching funds for our basement sprinkler system.

Councilwoman Von Rudenberg asked about fundraising and donations and naming a new room after a donor. She said she would see what she could do about obtaining donors.

Ms. Flynn thanked the Building and Grounds Committee for all their efforts in selecting an architect

11. Old Business

Councilwoman Von Rudenberg said that the City does notarize wills and deeds.

12. New Business

No report

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:20 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

MINUTES OF CLOSED SESSION

The Board discussed the merits of the final interviewees for architect. The Building and Grounds Committee Chair summarized their responses and presentations at the interviews.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the board went into open session at 5:06 p.m.