

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, May 8, 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. Robin Coles

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

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

Not Present

Ms. Sonia Recarte
Ms. Barbara Schuit, Assistant Director
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 April 10, 2018 Board Meeting

Ms. Kirsch said on page 8 the third paragraph first sentence should be corrected as follows: "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."

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

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April, 2018</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$ 252,239.44	\$1,135,484.93
Disbursements:	\$ 169,683.91	\$ 833,446.42
Cash balance as of April 30, 2018		\$ 302,038.51
Capital Account:	<u>April, 2018</u>	
Income:	\$ 19.07	
Disbursements:	<u>00.00</u>	
Cash balance as of April 30, 2018		\$ 30,019.88
Donation Account:	<u>April, 2018</u>	
Income:	\$ 141.02	
Disbursements:	<u>00.00</u>	
Cash balance as of April 30, 2018		\$ 25,354.70
Librarian's Special Account:	<u>April, 2018</u>	
Income:	\$ 52.11	
Disbursements:	<u>150.00</u>	
Cash balance as of April 30, 2018		\$ 18,921.21
Paver Account	<u>April 2018</u>	
Income:	\$ 103.83	

Disbursements:	<u>00.00</u>
Cash balance: April 30, 2018	\$ 6,134.70

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

b. Bills: Ms. Castanteen

May 2018 Budgetary Account Bills	\$164,189.97
May 2018 Librarian’s Special Acct. Bills & Transfer	12,140.00

Ms. Izzo asked about the \$12,000 included in the May Librarian’s Special Account List of bills.

Ms. Kirsch said it was transfer to the Operating Account.

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said that the city manager released a statement which was inaccurate and misleading.

Ms. Kirsch shared a written response to the inaccuracies of the city manager’s statement with the Board. See attached.

Ms. Kirsch said the City appropriation for the Library in 2018 is \$2,813,098. The Board had requested an appropriation of \$3,113,394 in order to maintain current program levels and add additional programs.

The amount approved is \$ 70,000 less than received in 2017, leaving the library with a shortfall of \$300,000 in the current budget

In order to lessen the impact on the public Ms. Kirsch said the Finance Committee proposed adding an additional \$100,000 to the \$180,000 already budgeted from the Reserve Account for 2018.

Ms. Kirsch said our reserve will, at the end of the year, be under the 20% we are allowed to hold by law. Reducing our reserve account could, in a couple of

years, mean major cuts in staff, elimination of programs, or shortening of hours of operation.

In addition the budget will be revised with cuts of \$100,000 in the Medical line, in response to the city's promise to work with us in terms of medical bill payment, \$15,000 in programs, \$41,000 in books and materials, postponing non-critical repairs – approximately \$20,000, reducing supplies and furniture replacements approximately \$11,500 and reducing hours and overtime in some departments approximately \$25,000.

One possible cut in programs is the immensely popular, Haunted Library. However, the Board would consider this only as a last resort.

Mr. Marseglia noted that a substantial cut in the library budget in 2014 has impacted the budget in the past years.

Ms. Kirsch said we have not received the medical bills for the 1st and 2nd quarters of 2018 from the City, but they promised to defer payment, if necessary, as they did last year.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said the Building and Grounds Committee will be meeting Friday May 11th at 10:00 a.m. for a walk thru with Mr. Iovino.

Ms. Kirsch said Suez Water Company must come to test the water pressure so we can proceed with the sprinkler installation.

Councilwoman VonRudenberg said she initiated a contact with Suez and they said they received the request on April 30.

Two new security cameras have been installed.

The lawn sprinkler system has a leak and must be repaired.

Our electrician will replace the ballasts in the lights in the entrances, and check out the electricity needs in the Children's Department.

Our old fire extinguishers were replaced by Bergen Fire Equipment Company.

Ms. Castanteen said that Tony Lombardi climbed up into the tower to shellac and thus preserve the structural wood in the bell tower.

8. Policy Committee – Mr. Marseglia

Mr. Marseglia said he would review the policies on Social Media and report to the Board at the June meeting

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

The exhibit in the Gallery and Display Cases presented by Maysan Etching are wall art pieces made from local wood, hand finished and carved in the United States.

Adult programs scheduled for May include: “Retired? Volunteer!” Tuesday May 1st; “Monday Morning Music” May 7th; “Blueprint for Financial success” Wednesday May 9th; “Make Your Own Air Plant Garden” Thursday May 10th; “Adult Paint Night” Tuesday May 15th; “Modern Family Pub Trivia” Tuesday May 15th; “Medicare P’s & Q’s” Wednesday May 16th; “Inspect Your Gadget” Thursdays; “Spring Book Sale” Saturday May 19th; ‘RBDigital How-To:Download Free Magazines!’ Wednesday May 23rd; “Open Mic Night” Thursday May 24th; and “Veterans Affairs – Benefits” Friday May 25th.

Book clubs meeting in May include “Young Adult Books for Adult Readers” Saturday May 12th; “Just the Facts: Non-fiction Only” and “The Greats” Saturday May 19th; and “The Cookbook Club” Monday May 21st.

Unique library services and language and technology classes available are “Citizenship Classes” Mondays and Thursdays; “Small Business Mentoring” Tuesdays, Wednesday and Thursdays; “English Conversation Classes” and “Meeting with a Social Intern” Wednesdays and Thursdays; and “Leap Assistive Technology Classes” Fridays.

Teen programs in May include “Half Day Movie” May 1st; “Video Games/Minecraft” Tuesday May 8th; “Slime Making” May 15th and “Escape Room” May 22nd.

Teen volunteers are needed for the summer reading program and anyone interested can submit an application.

Children's Department programs scheduled for May include: "Makers Lab" Mondays; "Sensory Story Time" Tuesdays' "Homework Helper" Tuesdays and Thursdays; "Tiny Tots Story Time" Wednesdays; "Rhythm & Rhyme" and "Video Game Club" Wednesdays; "The Young & the Restless for Preschoolers" and "Bilingual Story Time" Thursdays; "ESL Classes for Kids" Fridays; "Barks & Books: Read with Brady" Saturday May 19th and "Barks & Books Read with Rodney & Baby Ruth" Friday May 25th.

10. Librarian's Report: Ms. Castanteen

a. Letters to Developers

Laurie Meeske crafted a letter providing information on our programs and services and the positive impact this library has on our community. We will be sending to local developers and realtors.

b. Staff Awards

At the NJLA Conference three of our employees, Keri Adams, Genesis Jais, and Elisabet Paredes will be receiving awards.

c. Program Highlights: Ms. Castanteen

Ms. Castanteen reported the "Open Mic" program on April 26th had 110 people attending and the "Pub Trivia" had more than 55.

The "Adult Paint Night" maxed out and had a waiting list. The etching class was also well attended.

Cathy Folk-Pushee helped a man, who has been trying to find a job, redo his resume and he has been called back for a second interview.

A patron has offered to give free violin lessons to middle and high school students.

d. Gifts and Letters of Appreciation

Ms. Castanteen said she received a \$100 donation from Theodore Moskowitz after he read about the library's budget being cut.

A \$75.00 donation was received for a book in memory of Patricia Izzo.

A thank you was received from Caleta Williams, a Hackensack resident and MLS student, and an ESL class sent a thank you card for their tour of the library.

11. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that Ms. Castanteen and Ms. Schuit are resigning. He read the letter of resignation received from Sharon Castanteen, Director:

"I am sad to announce my resignation as of December 1, 2018. My last day will be November 30, 2018. I will be retiring and moving down to Lakewood, NJ to finally live with my partner of 14 years.

These last 10 years as director have been the happiest years of my career. In large part that joy is due to your unflinching support, encouragement and caring.

I know that I leave the library in good hands, and I also know for sure that the Johnson Public Library will continue to thrive and to serve Hackensack as one of the finest libraries in Bergen County.

You now have an award-winning, dedicated, caring, brilliant staff and anyone you hire to manage them would be a very lucky director. They will also be blessed with a wonderful Board of Trustees.

I will miss you all. "

Mr. Marseglia then read the letter of resignation received from Barbara Schuit, Assistant Director:

"I have served as the Assistant Director of the Johnson Public Library for the last ten years, and every day has been a joy. However, it is now time for me to retire and move close to our grandchildren. This is to inform the Board that I will be resigning from the staff of the Johnson Public Library as of December 31, 2018.

Thank you for this amazing opportunity to have served the community of Hackensack, and the staff members of Johnson Public Library. I wish you all the best in the challenges and opportunities that are in the future.”

Mr. Marseglia said both Ms. Castanteen and Ms. Schuit will be missed.

Mr. Marseglia discussed the search for a new Director. An ad should go out in May to BCCLS and NJLA. It should also be listed on the library’s website.

Mr. Marseglia will investigate the cost to have Bradberry and Miller do the initial screenings.

Mr. Marseglia said there are only 2 Trustees plus Ms. Flynn on the Personnel Committee an additional person could be added.

The Personnel Committee will meet before the end of the month.

12. Old Business

No report

13. New Business

No report

14. Adjournment

15. 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

Finance Committee response to City Manager statement of May 2

We need to address the inaccurate and misleading statement released by our City Manager on May 1st concerning the Library's reserves and moving Library programs to HACPAC:

1. Reserves - The City Manager states that according to our latest audit, the Library is holding \$1,087,063.58 in unrestricted reserves and \$963,857.72 in restricted reserves. This is both inaccurate and misleading.

Our latest audit clearly labels only \$828,286.04 as UNRESTRICTED FUNDS, which is comprised of the funds in our operating account (\$172,368.31) that we carry over to meet our operating expenses and first payroll, the Librarian's Special Account (\$19,352.92) used to pay other libraries for materials "lost" by our patrons and to receive funds from other libraries for the same purpose, Petty Cash (\$300), and the Trustee Reserve Account (\$636,264.81) which is approximately 20% of our budget. A 20% reserve is not only fiscally prudent it is also automatically calculated and deducted on the State reporting form as temporarily restricted from any excess monies a library would have to return to the municipality under the Return of Funds Law. That form is required to be filed every year. This year, our reserve will be reduced to \$548,000.

Our latest audit also clearly labels \$1,222,635.26 in RESTRICTED FUNDS comprised of the funds in our Donations Account (\$93,611.77) that is used as directed by the donor, the Terminal Leave Account (\$143,982.99) used to cover unused sick and vacation days at retirement. (Our terminal leave has been capped at \$15,000 for the past several years and the bulk of the funds in this account will be used to cover employees that were grandfathered in when the policy was changed), the Paver Campaign Account (\$5,295.57) used to purchase and repair pavers at our front entrance plaza, and the Capital Reserve Account (\$672,759.48) used for capital projects. Also listed under RESTRICTED FUNDS is the Library's Endowment Fund (\$306,984.45), of which \$258,777.54 may be spent for special projects that fall outside of the budget and as determined by the Board. These funds may not be used for operating expenses as recognized in the audit, which recognizes the Endowment as RESTRICTED FUNDS, and breaks down its Restricted Net Position as Spendable, \$258,777.54 and Non-Spendable \$48,207.91.

2. HACPAC - The Library, with very few exceptions, does not have "events" . Libraries today are social centers, educational centers, technology centers, etc. not performance spaces. Our programming is 95% educational and 5% entertainment. HACPAC is a performance space and not

suiting to the majority of our interactive programming that includes social mingling, food, paint, glue, and other materials for generally messy crafts for both children and adults. It is also not clear who would pay for the programming and staffing, and exactly who would coordinate, run the programs, provide security and clean up after.