

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, June 12, 2018. The meeting was called to order at 4:03 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

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

Not Present

Ms. Linda Flynn
Ms. Kristi Izzo
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 May 8, 2018 Board Meeting

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes of the May 8, 2018 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>May, 2018</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$259,145.07	\$1,394,630.00
Disbursements:	\$163,250.32	\$ 996,696.74
Cash balance as of May 31, 2018		\$ 397,933.26
Capital Account:		<u>May 2018</u>
Income:		\$ 20.97
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2018		\$30,040.85
Donation Account:		<u>May 2018</u>
Income:		\$ 227.66
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2018		\$ 25,582.36
Librarian's Special Account:		<u>May 2018</u>
Income:		\$ 321.32
Disbursements:		\$ <u>12,140.00</u>
Cash balance as of May 31, 2018		\$ 7,102.53
Paver Account		<u>May 2018</u>
Income:		\$ 204.52
Disbursements		<u>00.00</u>
Cash balance as of May 31, 2018		\$ 6,339.22

Ms. Kirsch said that we are still waiting for the medical bills from the City.

Mr. Marseglia said he checked the budget for medical expenses to date and there is still a large balance.

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

b. Bills: Ms. Castanteen

June 2018 Budgetary Account Bills	\$154,368.77
June 2018 Librarian's Special Acct. Bills	80.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that we are within budget at the moment and will probably be able to do the "Haunted Library"; if anything changes she will notify the Board.

Ms. Kirsch requested that "New Events" be removed from our advertising so patrons do not get a false impression concerning our budget situation.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said we should get Mr. Iovino's proposal next week.

Ms. Castanteen has been sending updates to the Fire Department to show we are making progress on the basement sprinkler system

Suez has completed the water testing.

Ms. Kirsch said that we should work on the water connection as it will be expensive and difficult and hold off on design until we get the engineer's report.

The Building and Grounds Committee met with Mr. Iovino and discussed specific goals and ideas. Mr. Iovino's looking for a "Retail Library" open and welcoming with flexibility in design.

Ms. Kirsch said we are waiting for word from the State Library on the funding for the construction projects. We will have to see if the sprinkler system could be included.

A new toilet will be installed in the men's bathroom.

Ms. Castanteen said the maintenance men have cleaned out the garbage that has been left in the hedge of bushes.

Ms. Kirsch said she would like to have the bushes removed.

Ms. Castanteen said circulation is down in all libraries and this could be due to the ongoing delivery problems.

Mr. Marseglia said that technology is also a factor.

8. Policy Committee: Mr. Marseglia

a. Social Media Policy

Mr. Marseglia said the Social Media Internal Policy seems more directed to the staff.

Mr. Marseglia pointed out some changes to be made to the Internal Policy at a later date, although it is acceptable now.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board adopted both policies temporarily.

9. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved hiring Elisa Marte as a monitor in the Children's Department as of September 2018 at \$13 per hour for 19 hours a week. She will fill in for Masshiel Barrios who is reducing her hours as she's going to school.

10. 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 June include: "Leap Assistive Tech Class: iPad Advanced" on Fridays June 1st and 8th; "Citizenship Class" on Mondays June 4th, 11th, 18th and 25th; "Retired? Volunteer!" Tuesday June 5th; "English Conversation" on Wednesdays June 6th, 20th and 27th; "Overdrive How-to-Download Free eBooks & Audiobooks!" on Wednesday June 5th; "Citizenship Class", "Inspect Your Gadget" and English Conversation Class" on Thursdays June 14th, 21st and 28th;

"CPR Training" and "The 90's Pub Trivia" on Tuesday June 19th; "Construction Trades & NJ Tax" on Wednesday June 20th; "Veterans Affairs – Benefits" on Friday June 22nd; Adult summer Reading Registration begins on Monday June 25th; and "Open Mic Night" on Thursday June 28th.

Job search and computer instruction is available by appointment.

Book clubs meeting in June include: "Teen Books for Adult Readers" Saturday June 2nd; "Cookbook Club" Monday June 18th "Just the Facts Book Club" Saturday June 23rd and "The Greats Book Club" Saturday June 30th.

Teens can register for the "Teen Summer Reading Program!" on Saturday June 9th or Tuesday June 12th.

There will be no weekly Children's Department programs in June.

The Children's Department Summer Reading Club registration begins on Monday June 25th for grades 6 and below.

On Thursday June 28th the "Open Air Yoga & Storytime Event" for parents and their children will be held in Staib Park at 6:30 p.m.

11. Librarian's Report: Ms. Castanteen

a. Program Highlights: Ms. Castanteen

Ms. Castanteen said Cathy Folk-Pushee helped a patron set up a Facebook page for her new business, helped a student update a business plan, and helped her find salary information.

Keri Adams is looking for the Teen Summer Reading program and events to make this the biggest teen summer yet.

65 people attended the Guitar Class Concert.

Ms. Castanteen said that Michelle Ferreira asked for \$500 to pay for a Mariachi Band to entertain at the Hispanic Heritage Celebration. Last year, 79 people attended the Hispanic Heritage celebration, mostly Hackensack residents.

b. BCCLS and LLNJ and delivery 2019

Ms. Castanteen said on Wednesday June 13th there will be a vote on as to whether to continue with the vendor/delivery contracts for the state.

She will vote yes, the Board agreed.

Eventually libraries may have to share the costs of the delivery service.

c. Gifts and Letters of Appreciation

Four 4x8 pavers were purchased.

The Hackensack Police Department sent a thank you letter to Laurie Meeske after she congratulated them on receiving an award.

A \$100.00 donation was received from Fred and Jeannine Feinstein for a book in memory of Debbie Bock's father.

Mental Health Association donated \$50 to cover refreshments.

Kumon donated \$200 for our summer reading program.

Ms. Castanteen said a list of donors is being compiled.

The First Presbyterian Church is on the list of sponsors.

Ms. Kirsch said be careful of requests for sponsorship, be mindful of overdoing it.

Ms. Von Rudenborg asked is the library had a “Friends of the Library”.

Ms. Kirsch responded that the library hopes to have a “Friends group by the end of the summer.

12. Old Business

Mr. Marseglia said the search process is progressing. Nine applications have been received. He will not review them until after the July 13th deadline.

He has contacted the applicants; some of them are already directors.

13. New Business

No report

14. Adjournment

15. On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 4:58 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

