

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, November 13, 2018. The meeting was called to order at 4:14 p.m.

1. Roll Call

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

Also Present

Ms. Barbara Schuit, Assistant Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Tara Franzetti

Not Present

Ms. Kristi Izzo
Ms. Sharon Castanteen, Director
Ms. Stephanie Von Rudenberg, Council Liaison
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 October 9, 2018

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the minutes of the October 9, 2018 Board Meeting were approved.

4. Public Comment

The Trustees welcomed Ms. Tara Franzetti to the meeting.

Ms. Tara Franzetti said she was “very happy to be here.”

5. Treasurer’s Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u> October 2018	<u>Year-to-Date</u>
Operating Account		
Income:	\$149,373.62	\$2,631,794.36
Disbursements:	195,883.74	1,938,583.15
		<u>1,742,699.41</u>
Cash balance as of October 31, 2018		\$ 693,211.21

Ms. Kirsch said the large balance will decrease substantially as we have received the medical bills from the City.

Capital Account:

Income:	October 2018	22.45
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2018		\$ 30,152.66

Donation Account:

Income:	October 2018	469.89
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2018		\$ 26,688.81

Librarian’s Special Account

Income:	October 2018	\$ 160.32
Disbursements:		<u>20.00</u>
Cash balance: October 31,, 2018		\$7,301.78

Paver Account:		
Income:	October 2018	\$ 105.30
Disbursements:		<u>90.00</u>
	Cash balance as of October 31, 2018	\$7,579.40

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

b. Bills: Ms.

November 2018 Budgetary Account Bills	\$ 596,291.26
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Ms. Kirsch said the City bills listed are for the 4th quarter of 2017 and the first quarter of 2018 for medical, pension and insurance.

We have the bills for the 2nd and 3rd quarter of 2018 and can discuss what we are prepared to pay for at the December meeting. We are responsible for four quarters a year, we have paid three.

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

November 2018 Lib's Special Acct. Bills	130.00
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On motion of Ms. Ortiz, seconded by Mr. Marseglia, the bills were approved for payment.

6. Budget and Finance Committee: Ms. Kirsch

a. 2018 Transfer Form

Ms. Kirsch said the "2018 Transfer Form" included with the Board packet shows we do not have any funds to be transferred to the municipality.

7. Building and Grounds: Ms. Kirsch

We have leaks in the roof. The roof is still under warranty and we are waiting for GAF, our authorized service, as and we had to replace one computer and damage ceiling tiles.

The roofer suspects the HVAC system is the problem.

We are waiting to hear from Keri Adams with the staff comments on the renovation.

There will be a meeting with Mr. Iovino to discuss the revisions.

We are asking for an estimate for the sprinkler system, it might be possible to include it in the state grant proposal.

May be get estimates for updating the bathrooms - include it in the state grant proposal.

Our burglar alarm has been changed to a new fiber line because Verizon has discontinued using copper lines.

Waiting manufacturer to finish the motor needed for the Tower Clock

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

“Fabulous Fabrics from Five Continents” a collection of fabrics from 26 countries is on exhibit in the Main Street Gallery November and December.

Adult programs scheduled for November include: “Monday Morning Music” November 5th; “Retired? Volunteer!” Wednesday November 7th; “Star Wars Pub Trivia” Tuesday November 20th; “Open Mic Night” Thursday November 29th.

Other programs scheduled for November include: “Citizenship Classes”, “Inspect Your Gadget!” and “English Conversation Classes” Thursdays November 1st, 8th and 29th; “Leap Assistive Tech Class: iPad Advanced” on Fridays November 2nd, 9th, 16th and 30th; “Citizenship Classes” Mondays November 12th, 19th and 26th; “English Conversation Classes on Wednesdays November 7th, 21st and 28th, and “Small Business Mentoring” Tuesdays, Wednesdays and Thursdays.

Job search help and computer instruction is available by appointment.

Book groups scheduled to meet in November include: “Young Adult Books for Adult Readers” Saturday 3rd; “Just the Facts: A Non-fiction-Only” Saturday November 10th; “Food for Thought” Monday November 12th; and “The Greats” Saturday November 17th.

Events for Teen Tuesdays in November include: “Hip-Hop Dance” Thursdays November 29th and December 20th; “Half Day Movie” November 6th; “8 Player Smash Brothers” November 13th; “STEM Games-Defying Gravity” November 20th; and “Perler Beads” November 17th.

The children’s Department special events for November include “Barks & books: Read with Rodney & Baby Ruth” Saturday November 9th and “Barks & Books: Read with Brady” Saturday November 3rd.

Weekly programs include: “Sensory Free Play” Tuesdays; Homework Helper” Tuesdays and Thursdays; “Rhythm & Rhyme” Wednesdays; “Video Game Club” Thursdays; “Music & Movement” Thursdays; “Bilingual Story Time” Thursdays; and “Movie Fridays”.

9. Librarian’s Report: Ms.

a. Program Highlights: Ms.

No report

b. Friends of the Library Memorandum of Agreement

Ms. Kirsch said after reviewing the “Memorandum of Agreement” included in the Board packet were there any questions.

Ms. Kirsch said the 501(c)(3) is pending and the Library will pay for the upfront organizational fees.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the “Memorandum of Agreement”.

c. December 31, 2018 Early Closing 1:00 p.m.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved closing at 1:00 p.m. on Monday December 31, 2018.

d. Gifts and Letters of Appreciation

No report

10. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Coles, the Board moved into

Closed Session at 4:35 p.m. pursuant to the provisions of the Open Public Meeting Act.

11. Old Business

No report

12. New Business

No report

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 4: 49 p.m.

Respectfully submitted

Cynthia L C. Ortiz
Secretary

CLOSED SESSION

The “Memorandum of Agreement” was presented and discussed.

On motion of Mr. Marseglia, seconded by Ms. Kirsch the Board moved into open session at 4:45 p.m.