

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, December 11, 2018. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

Ms. Tara Franzeti, Acting Director
Ms. Barb Schuit, Assistant Director
Mrs. Ann Bowen, Principal Account Clerk

Not Present

Ms. Robin Coles
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 November 13, 2018

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes of the November 13, 2018 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
	November 2018	
Operating Account		
Income:	\$ 242,367.28	\$2,874,161.64
Disbursements:	\$ 624,001.66	\$2,562,584.81
	Cash balance as of November 30, 2018	\$311,576.83
Capital Account:		
Income:	November 2018	24.33
Disbursements:		<u>00.00</u>
	Cash balance as of November 30, 2018	\$30,176.99
Donation Account:		
Income:	November 2018	91.36
Disbursements:		<u>00.00</u>
	Cash balance as of November 30, 2018	\$26,780.17
Librarian's Special Account		
Income:	November 2018	155.83
Disbursements:		<u>130.00</u>
	Cash balance: November 30, 2018	\$ 7,327.61

Paver Account:

Income:	November 2018	6.11
Disbursements:		<u>120.00</u>
Cash balance as of November 30, 2018		\$ 7,465.51

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

b. Bills: Ms. Franzetti

December 2018 Budgetary Account Bills	\$426,306.14
December 2018 Lib's Special Acct. Bills	50.00

Mr. Marseglia said the 2nd quarter medical, pension and insurance bills are included in the December list of bills, we will pay the 3rd quarter medical bill in January and might receive the 4th quarter in January or February. It would be possible that we would have 5 quarters to pay in 2019. Going forward paying the non-medical expenses, pension and insurance, in a timely fashion might help us since medical expenses are unknown.

Ms. Kirsch said the City agreed to the library paying 4quarters of medical bills in a year. It is best to not to pay more than that. At some point we will catch up since the extraordinary medical expenses incurred for two employees have now been satisfied.

Mr. Marseglia said the City did offer to go back to a fix number for medical expenses by averaging 6 years of bills.

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2018 Final Budget Adoption

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the 2018 Operating Budget was adopted.

b. 2019 Budget Request

Ms. Kirsch said after many discussions the decision was made to request a 4% increase in the City appropriation for 2019.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the proposed 2019 Operating Budget.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the comments from the staff have been collected and discussed with Mr. Iovino. I will meet with Mr. Iovino, and Mrs. Franzetti tomorrow to review the new drawings.

An estimate for the engineering drawings of \$5,750 has been received. We will apply for a state grant.

Verizon will visit in the New Year to instruct the staff on how to change the battery in case of a power outage.

Waiting for the clock motor to be replaced

Thermal assessment on the roof

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

The Gallery has a display of "Fabulous Fabrics from Five Continents".

A special event for December is scheduled for Saturday December 8th a "Gift Wrapping Party" for kids and adults of all ages.

Adult programs scheduled for December include: "Monday Morning Music" December 3rd; "Citizenship Class" December 3rd, 5th, 12th, 13th, 17th, 19th, 20th, 26th and 27th; "Teen Tuesday" December 4th, 11th, and 18th; "Inspect Your Gadget" December 6th, 13th, 20th, and 27th; "English conversation Class" December 5th, 6th, 12th, 13th, 20th and 27th; "Leap Assistive Tech Class: Intro to Computers and Accessibility".

Special programs for December include: “Retired? Volunteer!” Wednesday December 5th; “Holiday Concert” Wednesday December 12th; “Pub Trivia – the Real Housewives” Tuesday December 18th and “Open Mic Night” Thursday December 20th.

Book groups scheduled for December include: “Young Adult Books for Adult Readers” Saturday December 1st; “The Greats” Saturday December 8th; “Just the Facts: A Non-Fiction-Only Book Club” and “Food for Thought” Monday December 17th.

Teen events for December include: “Hip-Hop Dance” Thursday December 20th; and “Teen Tuesday” December 4th, 11th, and 18th.

The Children’s Department programs scheduled include: “Tree Decorating” Monday December 3rd; “Winter Reading Club” December 10th – January 18th; “Barks and Books: Read with Rodney & Baby Ruth” Friday December 7th; “Noon Year’s Eve Party” Monday December 31st and movies on Fridays at 3:15 p.m.

9. Librarian’s Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said she has made changes to the collection of information for the Director’s Report by creating an excel spread sheet for the people in charge to enter their program numbers.

“Open Mic”, “Pub Trivia”, the “Hip-Hop” Dance, “Sensory Story Hour”, and individual assistance are some of the many programs and services provided last month.

Laurie Meeske checked to make sure that the Hackensack Shuttle Service would stop at the library.

10. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board accepted the resignation of Gerry Miguel as of December 31, 2018.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board officially ratified the Union contract for three years with an annual increase of \$1,200 per year, changes in the salary ranges and removes the fee for representation, and promotions for two staff members receiving MLS degrees - Genesis Jais- librarian

at an annual salary of \$65,221.00 and Elisabet Kennedy-librarian at an annual salary of \$56,182.00 as of January 1, 2019.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Civil Service Professional/Non—Professional Part –Time employees and Monitors will receive \$1,200 pro-rated increase for 2019, 2020 and 2021.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Board moved into Close Session pursuant to the Open Public Meeting Act at 5:01 p.m.

On motion of Mr. Marseglia and seconded by Ms. Kirsch, the meeting moved into open session at 5:10 PM.

The Board unanimously voted to appoint Tara Franzetti as Library Director effective immediately, with an annual salary of \$104,000 beginning on 1/1/19.

The Board also approved increases for the administrative staff of \$1,500 dollars each plus longevity, per year for 2019, 2020 and 2021 with new contracts beginning on 1/1/19.

11. Old Business

No report

12. New Business

Ms. Franzetti presented the 2019 meeting dates for approval. On motion of Ms. Izzo, seconded by Ms. Kirsch, the meeting dates were approved as follows:

January 8th

February 12th

March 12th

April 9th

May 14th

June 11th

September 10th

October 8th

November 12th

December 10th

13. Adjournment

On motion of Ms. Flynn and second of Ms. Kirsch, the meeting was adjourned at 5:15 PM.

Respectfully submitted

Cynthia L C. Ortiz
Secretary

CLOSED SESSION

The Board discussed the Library Director position and salary as well as the salary for the five Administrative positions.