

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, January 8, 2019. The meeting was called to order at 4:07 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Stephanie Von Rudenborg, 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 December 11, 2018

Mr. Marseglia asked that Ms. Schuit be listed as present at the December 11th meeting and that the first paragraph on page 6 be corrected as follows: "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 increases for the years 2019; 2020 and 2021." He also noted that the wording of the Administrative position contracts should be as follows: "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.”

On motion of Ms. Izzo, seconded by Ms. Ortiz the December 11, 2018 minutes were approved as corrected.

4. Public Comment

No report

5. 2019 Officers – Mrs. Franzetti

On motion of Ms. Kirsch, seconded by Ms. Izzo, the 2018 Board Officers:

President - Linda Flynn
Vice President – Anthony Marseglia
Secretary – Cynthia Ortiz
Treasurer – Laura S. Kirsch, Esq.

were approved by the Board of Trustees to continue for 2019.

6. 2019 Committees – Ms. Flynn

Ms. Flynn asked if any Trustee wish to change their Committee assignment.

On motion of Ms. Ortiz, seconded by Ms. Coles, 2019 Board Committees will remain the same as 2018.

7. Treasurer’s Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
	December 2018	
Operating Account		
Income:	\$ 238,452.56	\$3,112,614.31
Disbursements:	\$ 397,806.74	\$2,960,391.55
	Cash balance as of December 31, 2018	\$ 152,222.76

December 2018

Capital Account:

Income:	\$	23.56
Disbursements:		<u>00.00</u>
Cash balance as of December 31, 2018		\$30,200.55

December 2018

Donation Account:

Income:	\$	140.89
Disbursements:		<u>00.00</u>
Cash balance as of December 30, 2018		\$26,921.06

December 2018

Librarian's Special Account

Income:	\$	560.71
Disbursements:		<u>50.00</u>
Cash balance: December 31, 2018		\$ 7,838.32

December 2018

Paver Account:

Income:	\$	5.91
Disbursements:		<u>700.00</u>
Cash balance as of December 31, 2018	\$	8,121.42

Ms. Kirsch reported that the 3rd quarter medical bill from the City will not be paid until we receive our City appropriation for January.

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

b. Bills: Ms. Franzetti

January 2019 Budgetary Account Bills \$ 305,696.27

January 2019 Lib's Special Acct. Bills 44.00

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

8. Budget and Finance Committee: Ms. Kirsch

a. 2019 QPA Resolution

A RESOLUTION AUTHORIZING USE OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.

WHEREAS the Johnson Public Library conducted a search for suitable municipal accountants,

WHEREAS, Ferraioli, Wielkocz, Cerullo & Cuva, P.A. were found to have high recommendations,

WHEREAS, the Johnson Public Library requires a yearly audit of financial accounts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Johnson Public Library that Ferraioli, Wielkocz, Cerullo & Cuva, P.A be appointed as auditors for the Library for 2019.

Moved by: Ms. Kirsch

Seconded by: Ms. Izzo

Date: January 8, 2019 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	

Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Councilwoman Von Rudenberg, Mayor Alternate	Absent	
Superintendent Rosemary Marks	Absent	

I hereby certify on this 8th day of January, 2019, that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 8, 2019.

Cynthia L.C. Ortiz

Cynthia L. C. Ortiz,
Secretary

b. 2019 Auditor Resolution

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2019 for the Johnson Public Library.

Moved by: Ms. Kirsch

Seconded by: Mr. Marseglia

Date: January 8, 2019 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	X	
Robin Coles	X	
Councilwoman Von Rudenberg (Mayor's alternate)	Absent	
Superintendent Rosemary Marks	Absent	

I hereby
on this 8th day

certify
of

January 2019 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 8, 2019.

Cynthia L. C. Ortiz

Cynthia L.C. Ortiz,
Secretary

9. Building and Grounds: Ms. Kirsch

Ms. Kirsch said that GAF, who warranties' the flat roof, sent an inspection report in May listing multiple issues which needed to be repaired by the library. The report was never sent or we never received it.

We had a thermal test done after which we contacted Mr. Iovino, the library's architect, for recommendations for a roofing company. He suggested Kraft Roofers.

Kraft did an inspection of the roof and they repaired a seam in the membrane which was never sealed and C&C Masonry repaired some of the curbing.

Once all of the Owner's List of repairs is completed GAF will return and finish any necessary work on the roof.

Mr. Marseglia suggested that C&C Masonry be contacted and asked to complete a "once over" of the building.

The clock motor is ready to be installed.

The Fire Inspection has been completed.

Ms. Kirsch has met with Mr. Iovino and discussed additional changes suggested by the staff and he will revise the plans. The plans will be distributed to the Committee and staff once they are received.

Ms. Izzo requested the Committee be notified when meetings with Mr. Iovino are scheduled.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

The Gallery has an exhibition of recent works of art produced by Maria Teresa Ortiz-Naretto. The display remains until the end of January.

The display cases have an exhibit of Black Dolls from the collection of Michelle Rice.

On Saturday February 23rd there will be a "Blood Drive."

Adult programs scheduled for January include: "Retired? Volunteer!" January 9th; "Know Your Rights: Immigration Seminars" January 17th; "the Sopranos Pub Trivia" January 15th; "Hackensack Creates - Coasters from Curling Ribbon" January 17th; "Lose the Clutter in 2019" January 22nd; "Open Mic Night" January 31st; "Inspect Your Gadget" Thursdays 11a.m.; "Small Business Mentoring" Tuesdays, Wednesdays and Thursdays between 9 a.m. and 7:30 p.m.; and a "Blood Drive" February 23rd.

Job search help and computer instruction are available by appointment. Hackensack residents only.

Book Groups scheduled for January include "Young Adult Books for Adult Readers" January 5th; "The Greats" January 12th and "Just the Facts: A Non-fiction-Only Book Club" January 26th.

Events scheduled for “Teen Tuesdays” include “8 Player Smash Bros.” on January 8th; “Half Day Movie” January 15th; “Hyperactive Trivia” January 22nd; and “Craft: Rainbow Scarf” January 29th.

Monthly January specials in the Children’s Department include “Barks & Books: Read with Rodney & Baby Ruth” Friday January 11th; “Barks and Books: read With Brady” Saturdays January 12th and 26th.

Weekly programs scheduled for the Children’s Department in January include “Crafternoon” Mondays at 3:30 pm.; “Sensory Free Play” Tuesday at 10 a.m.; “Homework Helper” Tuesdays and Thursdays at 3:30 p.m.; “Tiny Tots Story Time” Wednesdays at 10 a.m., “Rhythm & Rhyme” Wednesdays at 11:30 a.m.; “Video Game Club” Wednesdays at 3:30 p.m.; “Music & Movement” Thursdays at 10 a.m.; “Bilingual Story Time” Thursdays at 11 a.m.; and movies on Fridays at 3:15 p.m.

11. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Coles, the Board approved the contract for Ms. Franzetti.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved hiring Anthony Lombardi, Building Maintenance Worker, full time as of January 14, 2019 at an annual rate of \$43,000.

Ms. Franzetti discussed the need for additional part time employees.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved a maximum of \$20,000 for one part time employee to work in the Young Adult/Children’s Department as necessary.

12. Librarian’s Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

At the tree lighting ceremony at the Court House Green 350 books were given out and 3 people signed library cards.

The Children’s Department had 55 children attend the Hip-Hop Dance party.

Two people who participated in mock citizenship interviews passed their interviews. One was so appreciative that he bought pizza for the entire staff. One person is still waiting for an appointment for their interview.

b. New Pavers Purchases

Ms. Franzetti reported that Ms. Taffe, former Director, had purchased three pavers in December.

13. Old Business

Ms. Franzetti reported that staff members have been taking some very excellent professional development courses.

14. New Business

a. Transfer from Terminal Leave

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved transferring \$31,803 from the New Jersey Cash Management Terminal Leave Account to the Operating Account at TD Bank.

The funds cover the terminal leave paid to Barbara Borchardt, Sharon Castanteen and Barbara Schuit upon their retirement.

b. Staff Development Day

Ms. Franzetti reported to the Board she will close the library on April 12th for "Staff Development Day" as this is the last day that Library Link is offering a stipend to cover a professional speaker.

In the future it might be best to consider having the program held on Veteran's Day, as most libraries are closed on that day.

c. BCCLS Bylaws

Ms. Franzetti said BCCLS "Certificate of Agreement" has to be signed by the

President of Board, stipulating that the Trustees are in compliance with the requirements of membership and BCCLS By-Laws.

Ms. Kirsch said the agreement can be signed, but asked that the Trustees receive a copy of the By-Laws.

Ms. Franzetti said she is in the process of having name tags made for all employees.

Department supervisors will have their full names on the tags. Each department employee will have their first name and their department designation.

Ms. Franzetti said she would like to have “dress down” Fridays.

Ms. Franzetti said it might be time to revisit the “Dress Code Policy”.

Ms. Franzetti shared with the Trustees the letter she received from the City stating they will no longer provide gas for the library van as of February 1, 2019.

15. Adjournment

On motion of Ms. Recarte, seconded by, Ms. Ortiz, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Cynthia L C. Ortiz
Secretary

