

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, February 19, 2019. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Linda Flynn
Ms. Robin Coles
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 January 8, 2019

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the January 8, 2019 minutes were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
	January 2019	
Operating Account		
Income:	\$ 425,483.71	\$ 425,483.71
Disbursements:	\$ 319,931.16	\$ 319,931.16
Cash balance as of January 31, 2019		\$ 105,552.55

	January 2019	
Capital Account:		
Income:		\$ 24.37
Disbursements:		<u>00.00</u>
Cash balance as of January 31, 2019		\$ 30,224.92

	January 2019	
Donation Account:		
Income:		\$ 81.67
Disbursements:		<u>00.00</u>
Cash balance as of January 31, 2019		\$ 27,002.73

	January 2019	
Librarian's Special Account		
Income:		\$ 191.13
Disbursements:		<u>44.00</u>
Cash balance: January 31, 2019		\$ 7,985.45

	January 2019	
Paver Account:		
Income:		\$ 6.03

Disbursements:		<u>0.00</u>
Cash balance as of January 31, 2019	\$	8,127.45

Ms. Kirsch said an engraved 8x8 paver for Ms. Sharon Castanteen and a 4x8 paver Ms. Barbara Schuit will be placed in the library courtyard.

Ms. Franzetti will work with the wording for the pavers.

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

b. Bills: Ms. Franzetti

February 2019 Budgetary Account Bills	\$	244,876.37
February 2019 Lib's Special Acct. Bills		296.95

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said there has been no word from the City about the appropriation for 2019. The accounts are being monitored and a transfer will be made when necessary.

Ms. Franzetti will attend the February Council meeting and is hoping the budget will be discussed at that time.

Mr. Marseglia asked if the 4th quarter insurance bill for 2018 had been paid.

The 4th quarter bill has not been received.

7. Building and Grounds: Ms. Kirsch

The clock is working

Quotes are being requested for various other library projects

Removing a large bookcase and cart that block the space needed for the children is one such project. An electrical outlet will need to be moved and a new monitor will be mounted on the wall. The monitor will display digital signs when not being used for other purposes.

Painting, stripping and waxing the Main Street foyer and adding 2 LED lights to the Moore Street side of the library are all projects to be done.

Kraft Roofing has completed the owner required items for the roof warranty. We are waiting for the company to come in to do the warranty inspection.

Mr. Iovino has updated the plans.

Ms. Kirsch said the next step is to break down the costs and see what can be done piece meal.

Ms. Kirsch said it will be necessary to go to the City, as they will need to do bonding for the project. Last time brochures were given to the Council detailing the renovations, brochures could be used again in the presentation to the Council.

Ms. Kirsch said the "Friends of the Library" could help with fund raising, - focus groups in the library.

Will have to see what's going on with the State Library, timing is important.

The City might be willing to help with the cost of the sprinkler system, bathrooms (not children's) and back entrance.

The front entrance should be ADA compliant.

The Committee will come to the Board with the final plans for their approval.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees.

Ms. Ortiz read from the March Press release (see attached) about the upcoming library events.

Ms. Franzetti said that she has created a template to be used on all flyers. It has the library logo and will be a brand that all will recognize.

9. Personnel Committee: Mr. Marseglia

Mr. Marseglia said two monitors were hired February 4, 2019 for 20 hours per week - Xenia Pico, Youth Services Monitor, for \$14 per hour and Lourdes Marcial, Monitor, for \$13 per hour.

On motion of Ms. Kirsch, seconded by Ms. Recarte, the personnel actions were approved.

Ms. Franzetti said that Civil Service will no longer have the title "Monitor". Anyone working in that title will be grandfathered in.

Mr. Marseglia announced that Laurie Meeske and Mary Zigas were promoted in Civil Service to Librarian 2

10. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said that January is not a super busy time, but the "Clutter Workshop"; teen programs and "Citizenship Classes" have all been well attended.

Ms. Franzetti is working on the State Survey.

The Children's Department was closed until 3:00 p.m. on Friday February 15th to weed their collection.

Ms. Franzetti presented at the Work Force Development Board and has been attending their meetings.

Ms. Franzetti said Erin, a Hackensack resident who is a Bergen Community College special needs student, will work 12 to 20 hours per week for the library.

Her job coach will be with her and Laurie Meeske and Cathy Folk-Pushee will assign her tasks, such as weeding and organizing collections.

b. New Paver Purchases

No report

c. General Comments

Ms. Franzetti said she has arranged a towing service for the library.

Signs will be placed around the library notifying patrons and providing the name and telephone number of the service.

Ms. Kirsch said it might be advisable to notify local merchants and give them the information so they can make their clients aware of the situation.

11. Old Business

Ms. Kirsch said she is hoping that the library will be able to use the parking lot across Camden Street when the new building is finished.

Ms. Kirsch is also researching paper work regarding the metered parking spots in the library lot. The library might be entitled to those spots.

Ms. Kirsch suggested the street parking meters should be changed from three hours to two hours.

12. New Business

No report

13. Adjournment

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

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary

