

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 12, 2019. The meeting was called to order at 4:04 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenburg, Council Liaison

Also Present

Ms. Tara Franzetti, Director
Mrs. Ann Bowen, Principal Account Clerk
Mr. Ted Ehrenburg, City Manager
Mr. James Mangin, CFO

Not Present

Ms. Sonia Recarte
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 February 19, 2019

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes of the February 19, 2019 Board Meeting were approved.

4. Public Comment

No report

5. Presentation by Ted Ehrenburg and Jim Mangin of the City of Hackensack

Mr. Mangin said that this would be the only meeting with the Board to discuss the city's proposed 2019 budget and the appropriation for the library.

Mr. Mangin said the Mayor and Council have crafted a strategic plan to provide tax relief and stability for Hackensack residents with no increase in municipal taxes for several years.

The budget will be introduced at the March 26th Council Meeting and after a public hearing at the April 23rd Council Meeting could be adopted.

Mr. Mangin said that the city's donation portion of the appropriation was cut \$100,000, but the state mandated 1/3 of a mil rose by \$60,000 which reduced the 2019 appropriation by \$40,000 for a total of \$2,773,220 for 2019.

Mr. Ehrenburg said the Mayor and Council's 2019 proposed budget with no increase in taxes makes it necessary for all departments to hold the line on expenses, with no more than a 2% increase for 2019. Mr. Ehrenburg spoke of several partnerships and cost-cutting measures that the City has taken over the past few years to help reduce expenditures.

Ms. Kirsch asked if everyone was cut.

Mr. Mangin said some departments might get increases.

Mr. Franzetti noted that library is responsible for medical insurance costs and building maintenance unlike city departments.

Ms. Kirsch said that the library might not be able to service everyone and provide the books and programs they expect. She suggested the cut to the library appropriation be reviewed.

Mr. Ehrenburg said he is confident that the library can manage to provide programs and services as they done when faced with previous cuts in their

budget.

Ms. Kirsch said the library has never asked for more than was needed to provide services and maintain the building.

Ms. Franzetti thanked Mr. Mangin and Mr. Ehrenburg for their time.

6. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>February 2019</u>	<u>Year-to-Date</u>
Operating Account	\$242,792.81	\$668,276.52
Income:	183,802.47	503,733.63
Disbursements:		
Cash balance as of February 28, 2019		\$164,542.89

	<u>February 2019</u>	
Capital Account:		
Income:		\$ 24.39
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2019		\$30, 249.31

	<u>February 2019</u>	
Donation Account:		
Income:		\$ 371.75
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2019		\$27,374.48

	<u>February 2019</u>	
Librarian's Special Account		
Income:		\$ 166.45
Disbursements:		<u>296.95</u>
Cash balance: February 28, 2019		\$ 7,854.95

February 2019

Paver Account:

Income:	\$	6.54
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2019	\$	8,133.99

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

b. Bills: Mrs. Franzetti

March 2019 Budgetary Account Bills	\$	269,722.10
March 2019 Lib's Special Acct. Bills		52.99
March 2019 Paver Acct. Bill		165.00

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said that she will meet with Mrs. Franzetti and will come back to the Board with a revised budget.

8. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that there is electrical work being done in the Children's Department, and the electrician is mounting two LED light fixtures on the Moore Street side of the building.

Our phone system is outdated and should be replaced. Upgrading to a Wi-Fi system would be cost effective with a monthly savings of \$200 to \$300. The initial costs will be minimal with new phones costing about \$2,500, plus installation.

Ms. Kirsch said that after the Board Meeting there will be a short meeting of the Building and Grounds Committee. It is time to come to the entire Board with plans, maybe Mr. Iovino could attend the next Board meeting to give us costs.

The engineer will provide drawings for the sprinkler system which we can fold into the request from the State Library.

Ms. Franzetti said on Sunday she received a call from Denio that water was pouring through the walls in the basement.

Ms. Franzetti called Peter Lohrmann, the Fire Department, Suez and a restoration company to help with the situation.

The water which had covered the basement floor in technical services and the periodicals department was gone by 8:00 p.m. No equipment was damaged.

There was four feet of water in the elevator shaft, Peter and Tara used a sump pump to remove the water from the shaft, the elevator is working.

An electrician was called to inspect circuits on the lower level, none of which were damaged. As a safety precaution, all surge protectors were replaced.

The problem may have been caused by the construction work being done across Camden Street. Help has been received from Brian who works Merck Construction Company, so it is possible that they are aware of the cause of the situation.

Asked if insurance will cover the costs involved, Ms. Franzetti said the City is self-insured with a \$25,000 deductible.

Ms. Kirsch said we will wait for the bills to come in before any decision is made on how they will be handled.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers to the Trustees and read from the latest Press Release. (See attached)

10. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that Ms. Franzetti has been notified by Civil Service that she is the only applicant for the position of Library Director.

Ms. Franzetti will be notified if a test will be called for the position.

11. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said the library working with the Red Cross Blood Drive collected 20 pints of blood.

Ms. Franzetti said the Children's Department had their 2nd "World Read Aloud Day". Mrs. Franzetti, Laurie Meeske and Cathy Folk-Pushee participated in the event.

Three out of four people working with Ms. Ferreira took their naturalization interview and passed.

Prom dresses are still being collected.

b. New Paver Purchases

Two pavers have been purchased, one for Sharon Castanteen, one for Barb Schuit.

If possible, Written in Stone, will add the library logo to Ms. Castanteen's paver.

12. Old Business

a. Name Tags for Trustees

Mrs. Franzetti presented the Trustees with their name tags.

b. State Survey (State Report)

Mrs. Franzetti reported that the "State Report" has been completed.

13. New Business

a. Phone System

Mrs. Franzetti said the "Merlin" phone system is no longer supported by Avaya, Inc.

Upgrading to a "Wi-Fi" system will be less expensive (\$200-\$300) per month with phones equipped with the newest technology.

The new system could be in placed by the end of March.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Cynthia L C. Ortiz
Secretary

