

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, June 11, 2019. The meeting was called to order at 4:05 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenberg, Council Liaison

Also Present

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

Not Present

Ms. Kristi Izzo
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 May 14, 2019

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the May 14, 2019 minutes were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>May 2019</u>	<u>Year-to-Date</u>
Operating Account	\$241,756.12	\$1,398,780.70
Income:	253,850.87	1,095,104.40
Disbursements:		
Cash balance as of May 31, 2019		\$303,676.30

	<u>May 2019</u>	
Capital Account:		
Income:		\$ 23.66
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2019		\$30,319.43

	<u>May 2019</u>	
Donation Account:		
Income:		\$ 522.28
Disbursements:		<u>600.00</u>
Cash balance as of May 31, 2019		\$ 28,978.79

	<u>May 2019</u>	
Librarian's Special Account		
Income:		\$ 361.22
Disbursements:		<u>119.00</u>
Cash balance as of May 31, 2019		\$ 8,097.52

May 2019

Paver Account:		
Income:	\$	6.23
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2019	\$	7,987.63

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

b. Bills: Ms. Franzetti

June 2019 Budgetary Account Bills	\$	172,101.75
June 2019 Donation Account Bill		600.00
June 2019 Librarian's Special Acct.		27.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that no medical or insurance bills have been received from the City.

7. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that two employees are resigning and one is retiring

Gwen Ndubuisi, Librarian, is retiring as of July 1st.

Resigning are Elisabet Kennedy, Librarian, August 10th and Barbara Hedges-Slack, Clerk, August 13th.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved an increase of \$3,973 for an annual salary of \$69,194 as of July 1, 2019 for Genesis Jais, Librarian.

Ms. Franzetti said Ms. Jais is tech savvy and is designing our new web site a very detailed technical job.

8. Policies and Procedures Committee: Mr. Marseglia

a. Privacy Policy Draft

Mr. Marseglia asked if anyone had any thoughts or comments about the policy draft, he would like to review it further.

Ms. Kirsch said the library's situation is not clear when it comes to issues of privacy as we are a quasi-government agency. We are subject to the OPMA, and the library does post information – board minutes, salaries, etc., but some information might require a court order.

The Board will revisit this issue.

9. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported the sump pump off the parking lot was replaced
Meli Plumbing replaced a toilet and made minor repairs
The Library Van had some minor repairs
Pete Lohrmann and Tony Lombardi worked hard - weeding and cleaning the area by the front entrance and painting the receiving room.
Work on the clock is on hold and we have no leaks in the roof.

10. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the new Teen Brochure and flyers to the Trustees.
Ms. Ortiz reported on the Summer Program Highlights scheduled for July and August. (See attached)

11. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti reported that the library has been very busy.

The Children's Department Sensory Play Time has 30 people attending every week. The Guitar Concert had an audience of 60 people.

b. Congrats to staff

Ms. Franzetti reported two staff members working for their MLIS degree have received scholarships.

Michelle Ferreira received two scholarships for her MLIS degree – BCCLS and Friends of Westwood Public Library

Gavin Godbolt received two scholarships for his MLIS degree – BCCLS and NJLA.

12. Old Business

No report

13. New Business

a. Amazon Account Charges

Ms. Franzetti reported that Amazon will no longer sign vouchers.

b. Staff Shirts

Ms. Franzetti said she would like to have T-Shirts made up with the library logo for all employees and the Trustees.

The Trustees agreed to the purchase of 50 shirts.

A patron who wanted to attend the meeting but could not asked if the Library would purchase museum passes for additional museums.

Ms. Kirsch said the “Friends of the Library” might be able to allocate money for this project .

Ms. Franzetti said she could have a list compiled of names of museums in the New York area and purchase price of their passes.

Ms. Franzetti asked if the Board would approve accepting the image of a library card on a cell phone.

The Board agreed this was acceptable.

Ms. Franzetti reported that Montclair Library has forgiven all fines and will not charge late fines going forward.

Ms. Franzetti asked if the Board would consider a trial period to assess the impact if the library were to forgive all late fines.

Ms. Kirsch asked if the fines for unreturned items would still be in effect.

Ms. Franzetti said yes, patrons will still need to pay for missing items - only late fines would be cancelled.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved cancelling late fines for Johnson Library materials only starting July 1, thru December 31, 2019.

There should be a campaign to explain the changes in our policy.

The meters which have been replaced since the construction has finished on Moore Street are back to three hours, on the street and in the parking lot. The library had requested the meters be 30 minutes. There should also be handicapped meters.

Ms. Kirsch asked Ms. Von Rudenburg if she could check with the City about situation with the parking meters.

Mr. Marseglia asked what happened to the Notary Public Service that the library was going to set up.

Ms. Franzetti will check to see what has been done.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Cynthia L C. Ortiz
Secretary

