

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, October 8, 2019. 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
Mr. Robert Sanchez, Supt. of Schools

Also Present

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

Not Present

Ms. Robin Coles

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 September 10, 2019 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the September 10, 2019 Board Meeting were approved.

4. Public Comment

No report

a. Report: Ms. Kirsch -

September 2019

Year-to-Date

Operating Account

Income:	\$115,455.97	\$2,232,706.94
Disbursements:	177,069.06	2,166,681.15
Cash balance September 30, 2019		\$ 66,025.79

September 2019

Capital Account:

Income:	\$ 24.52
Disbursements:	<u>00.00</u>
Cash balance as of Sept. 30, 2019	\$30,416.60

September 2019

Donation Account:

Income:	\$ 323.96
Disbursements:	<u>00.00</u>
Cash balance as of Sept. 30, 2019	\$ 30,018.56

September 2019

Librarian's Special Account

Income:	\$ 66.83
Disbursements:	<u>150.00</u>
Cash balance as of Sept. 30, 2019	\$ 8,247.13

September 2019

Paver Account:

Income:	\$ 6.43
Disbursements:	<u>00.00</u>
Cash balance as of September 30, 2019	\$7,954.39

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

b. Bills: Ms. Franzetti

October 2019 Budgetary Account Bills	\$	240,281.43
October 2019 Librarian's Special Acct.		21.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said it is time to take a closer look at our 2020 budget.

We have an increase in our assessed valuation which will increase our 1/3 mil payment, but we might have a cut in the city appropriation.

Ms. Kirsch said she will draft a letter to the community asking for their support. She will present the letter to the Board to discuss.

We have the 2nd quarter 2019 medical and insurance bill from the City. When we pay it, it will be our 4th payment for the year. The city is not pushing for payment.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that we had a treatment for bed bugs.

The restrooms in the children's department are now gender neutral. The restroom doors were painted with chalk paint for an updated look. A sign was posted indicating which restroom had the baby changing station.

The engineered drawings for the new sprinkler system have been received.

We will need to go bid for the project, but we will have to consider the timeline if we are going to include the cost of the project in our state grant request.

River rock has replaced the bushes which lined the sidewalk on Main and Camden Streets and we are working on a landscaping plan for the front of the library.

Ms. Kirsch said we will be adding additional cameras to cover the courtyard. A public event to cover the opening next spring should be considered.

Ms. Franzetti has been researching adding cameras to the existing system. The system is old and works off a hard drive. It would be better to upgrade our system, more money upfront, less maintenance costs.

BCCLS has replaced or repaired all 40 of our computers.

8. Policy Committee: Mr. Marseglia

a. Computer/Internet Policy, Selection Policy, Social Media Policy, Confidentiality and Privacy Policy

Mr. Marseglia said the four policies included in the Board Packet have been reviewed and organized and ask that all be adopted.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board approved the “Computer/Internet”; “Selection”; “Social Media” and “Confidentiality and Privacy” policies.

Ms. Marseglia said other policies being looked are: “The Unpaid Leave of Absence” and “Children in the Library” policies. He did not suggest a policy for the mobile hot spot as that is more of a procedure.

Mr. Marseglia said when policies are adopted they should be attached to the minutes.

It was suggested that we have a manual of the policies. The policies could also be posted to the library website.

9. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved hiring Liz Kennedy as a Library Associate for \$20 per hour for five to ten hours per month as of October 7, 2019.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board moved into Closed Session at 4:22 p.m. pursuant to the provisions of the “Open Public

Meeting Act". On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board moved back to Open Session at 4:34 p.m. The Board discussions will be made public at the earliest possible date.

10. Community Affairs: Ms. Franzetti

Ms. Ortiz distributed the October flyers and brochures to the Trustees.

See the attached October Press Release.

11. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said that "Open Mic" was in a partnership with "Howdy Stranger." They supplied a discounted "MC" and we allowed them about 8 hours a month of space in the library to rehearse. They are no longer supplying the discounted "MC". We will have a different arrangement with them going forward

Tony Lombardi was hired by Cathy Folk-Pushee to be the "MC". He will be paid as an outside contractor.

70 people attended the September program which is more than previous programs.

65 children attended the "Back to School" dance.

In general our overall attendance is up.

Ms. Franzetti said she and Peter, the Library Directory from Montclair, will be part of a discussion about going "fine free" at an upcoming BCCLS System Council meeting.

BCCLS spent four days replacing, backing up and reloading all 40 BCCLS computers.

At the last BCCLS meeting automatic renewal of materials was discussed. There is no downside, the material will not renew if there is a pending request for the material. This issue will be discussed at the next BCCLS meeting and will probably pass before the end of the year.

The library has obtained four new museum passes. Reservations for the passes can be made online with the “Museum Key” program. Melina Halpin, Reference Librarian, will manage this situation.

In most libraries the “Friends” pay for the museum passes.

Daniel Kirsch is President of our “Friends” group. They are registered as a 501(c)(3), but can’t go forward until they have more members. Laurie Meeske is the library liaison.

Ms. Von Rudenborg said there is a link on the city’s website listing all of the local contractors connected to the city’s master plan, if the Friends want a starting point for fundraising.

12. Old Business

a. Library Lawn – update on process to open to the public

Ms. Franzetti said the river rock looks good in front of the library. New landscaping and benches are in the works for the courtyard area.

We will be replacing or upgrading the cameras and are looking for quotes.

An opening event will be planned for spring. We may be able to join with the “Friends” for this celebration.

Our courtyard is the only greenspace on Main Street.

13. New Business

a. Staff Development Day – November 11th (Veteran’s Day)

Ms. Franzetti asked the Board to approve closing the library on November 11th for staff development. This is a good day to close because the meters are not enforced.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, the Board approved closing the library on November 11th.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 5:05 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

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