

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, November 12, 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. Robin Coles

Also Present

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

Not Present

Ms. Sonia Recarte
Ms. Stephanie Von Rudenborg, Council Liaison
Mr. Robert Sanchez, 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 October 8, 2019 Board Meeting

On motion Mr. Marseglia, seconded by Ms. Ortiz, the minutes of the October 12, 2019 Board Meeting including the minutes of the Closed Session were approved.

4. Public Comment

No report

a. Report: Ms. Kirsch

	October 2019	Year-to-Date
Operating Account		
Income:	\$263,262.48	\$2,627,483.09
Disbursements:	196,066.14	<u>2,362,747.29</u>
Cash balance October 31, 2019		\$ 264,735.80

October 2019

Capital Account:		
Income:		\$ 23.75
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2019		\$30, 440.35

October 2019

Donation Account:		
Income:		\$ 33.36
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2019		\$ 30,051.92

October 2019

Librarian's Special Account		
Income:		\$ 156.64
Disbursements:		<u>41.95</u>
Cash balance as of October 31, 2019		\$ 8,361.82

October 2019

Paver Account:		
Income:		\$ 106.21
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2019		\$ 8,060.60

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

b. Bills: Ms. Franzetti

November 2019 Budgetary Account Bills	\$ 293,324.31
November 2019 Librarian's Special Acct.	\$163.00
November 2019 Paver Account Bill	45.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that she and Ms. Franzetti have been working on a 2020 budget for the library. The 2020 proposed budget has a 4% increase in the city's appropriation for a total increase of \$44,000 over last year's budget.

Ms. Kirsch said the budget can be discussed at greater length at the December Board Meeting.

Ms. Kirsch reported that the microfilm collection has not been updated on a consistent basis. To fully update the collection at this time would cost about \$20,000.

Ms. Izzo asked if it would be possible to access the content digitally instead.

Microfilm is antiquated technology and costs are high to produce it, but digital is not as good and there is no guarantee that it will continue to be available.

Other than our depository, Ridgewood is the only other library to have a collection and it is smaller than ours.

Ms. Franzetti said statistics will be kept to see if patrons using the collection are looking at current or historical data. Also, collected statistics will show if the users are from Hackensack or other areas of Bergen County. It might be possible to approach the Bergen County Freeholders for funding to help support the collection if a great many people using the microfilm come from outside of Hackensack.

There may be grants available to cover the costs.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that the clock was reset. We signed an agreement with the clock company to provide resetting and maintenance of the clock on an annual basis, and this service was included in that agreement.

Information has been received regarding the Library Bond and Construction Act.

The library may be able to use a HUD credit from the City, if they have one left, to help pay for downstairs bathrooms and a replacement for the elevator cab.

The main floor bathrooms will no longer be one use, but will have individual stalls, and will be upgraded to comply with ADA requirements. The Children's Department bathrooms will be updated with new fixtures.

8. Policy Committee: Mr. Marseglia

a. Children's Department Policies

Mr. Marseglia and the Trustees reviewed the "Policy on Children in the Library" B510.

After a discussion and on motion of Mr. Marseglia, seconded by Ms. Kirsch, the policy was approved with additions and corrections as noted.

Mr. Marseglia and the Trustees reviewed the Johnson Public Library "Children's Department Guidelines".

After a discussion and on motion of Mr. Marseglia, seconded by Ms. Izzo, the guidelines were approved with corrections and amendments.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the flyers and programs to the Trustees. (See attached)

10. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti reported that the cultural events - Diwali with 60 people and the Hispanic Heritage Fiesta with 65 people were very well attended.

The Guitar Class sessions have ended for the season..

The Children's Department Halloween "Boo Fest" had 200 children attending in two sessions.

Teen Tuesday's attendance is up.

The "Community Baby Shower" was sponsored by the Elks.

Ms. Franzetti reported that BCCLS approved the "Unified Loan and Automatic Renewal Policy" at their October meeting.

b. New Paver Purchases

Ms. Franzetti reported one 4x8 paver was purchased in October.

c. Staff Day

Ms. Franzetti said the staff day was well attended and thanked the Board for allowing the library to close for the training.

Technical training was provided by BCCLS staff. A representative from the Housing, Health and Human Services Shelter talked about the services they provide. Genesis Jais provided an overview of the new Museum Pass program.

Ms. Jais has set up a computer program so all museum passes can be reserved up to two months ahead online. We have passes for the Newark, Montclair and Teterboro Museums. 50 additional passes were also purchased for the Natural Museum of History. These passes are for Hackensack residents only. We have discontinued the "Intrepid" passes because of the cost.

11. Old Business

Ms. Franzetti received a quote from our current provider for new and additional cameras for \$25,000.

She will continue to get quotes.

Mahwah Library will have an hour and a half session on December 5th. “Hot Topics for Trustees”. If anyone is interested please let Ms. Flynn know.

The Trustees asked Ms. Franzetti to prepare a letter for Tony Lombardi thanking him for his work on the library courtyard.

12. New Business

Ms. Flynn suggested a discussion on the Board Committees at the December Board Meeting either before or after the scheduled meeting.

a. November 27th and December 31st

Ms. Franzetti asked the Board’s approval to close the library on Wednesday November 27th at 3:00 p.m. and Tuesday December 31st at 1:00 p.m.

The Board approved the closings.

Ms. Franzetti asked the Board’s approval to replace the term “Columbus Day” with “Indigenous People Day.”

The Board approved.

b. Civil Service Update

Ms. Franzetti received her Civil Service Certification for Library Director.

13. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board moved into Closed Session at 5:32 p.m. pursuant to the provisions of the “Open Public Meeting Act”. On motion of Ms. Kirsch, seconded by Ms. Coles, the Board moved back to Open Session at 5:41 p.m.

The Director’s salary was discussed, approved by the Board and accepted by the Director.

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

Closed Session-November 12, 2019

The Trustees discussed a personnel salary issue.

On motion of Ms. Kirsch, seconded by Ms. Coles, the Board moved into Open Session at 5:41 p.m.