

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, December 10, 2019. The meeting was called to order at 4:07 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

Mr. Robert Sanchez, Supt. of Schools

Also Present

Ms. Tara Franzetti, Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Mari Zigas
Ms. Kate Cannarozzi
Mr. Najee Anderson
Mr. Tony Lombardi

Not Present

Ms. Robin Coles
Ms. Stephanie Von Rudenborg, Council Liaison

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 November 12, 2019 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the November 12th Board Meeting were approved.

4. Public Comment

No report

5. Presentation of letters of appreciation to Najee Anderson and Anthony “Tony” Lombardi

Ms. Flynn welcomed Ms. Zigas, Ms. Cannarozzi, Mr. Anderson and Mr. Lombardi.

Ms. Flynn presented letters of appreciation on behalf of the Board to both Mr. Anderson and Mr. Lombardi.

Ms. Flynn said Mr. Anderson works well with the patrons and handles problems with understanding and tolerance. His hard work and dedication has not gone unnoticed.

Ms. Flynn said that Mr. Lombardi did a great job when he created a garden in the courtyard. He works with the employees and is helping to increase patron participation in our “Open Mic” program.

6. Treasurer’s Report: Ms. Kirsch

	November 2019	Year-to-Date
Operating Account		
Income:	\$239,960.17	\$2,867,443.26
Disbursements:	196,066.14	<u>2,618,829.73</u>
Cash balance November 30, 2019		\$ 248,613.53

	November 2019	
Capital Account:		
Income:		\$ 22.14
Disbursements:		<u>00.00</u>
Cash balance November 30, 2019		\$ 30,462.49

November 2019

Donation Account:

Income: \$ 701.86

Disbursements: 00.00

Cash balance November 30, 2019 \$ 30,753.78

November 2019

Librarian's Special Account

Income: \$ 96.05

Disbursements: 153.00

Cash balance November 30, 2019 \$ 8,304.87

November 2019

Paver Account:

Income: \$ 5.83

Disbursements: 45.00

Cash balance November 30, 2019 \$ 8,021.43

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

b. Bills: Ms. Franzetti

December 2019 Budgetary Account Bills \$ 366,234.71

December 2019 Librarian's Special Acct. \$ 127.00

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

7. Budget and Finance Committee: Ms. Kirsch

a. 2020 Budget Request

Ms. Kirsch said that the Operating Budget for 2020 of \$3,169,149 includes an increase of 4% over the city's 2019 library appropriation.

Ms. Kirsch said this is a preliminary budget.

The budget with mostly fixed expenses has very little flexibility.

Periodicals have been increased to cover the cost of microfilm to be purchased from the Record. In January we will begin to track who is using this service - Hackensack or county patrons from other towns. It may be possible to approach the county for financial aid if a large number of users are from other libraries.

Other increases include an additional charge from BCCLS for their delivery service and an increase in supplies to cover the replacement of items damaged in the flood.

Ms. Izzo asked if the architectural fees were included in the Fee category.

Ms. Kirsch said fees for the architect can be paid from Repair & Maintenance, donations or from our Capital Account.

Ms. Franzetti said it is best not to touch the Reserve Account.

The library paid 4 quarters of medical insurance this year.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the Board approved the 2020 Operating Budget.

8. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said the clock chimes are working.

Ms. Franzetti is still getting quotes for the cameras

We contracted with the company that replaced the bushes with river rock to do snow removal. They did a good job and are less expensive.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz distributed the calendars and went over the Press Release with the Trustees (See press release, attached).

10. Librarian's Report: Ms. Franzetti

a. Program Highlights: Ms. Franzetti

Ms. Franzetti said November was very busy.

The Guitar Concert was well attended. A new level of classes will be added next season to accommodate the children who need more complex instruction.

Teen Tuesdays are all well attended

Adult programming is doing well

BCCLS will no longer purchase eBooks from Macmillan because they will only allow each library one eBook for the first eight weeks it is out, along with other limitations. See press release from BCCLS, attached.

b. Gifts and Letters of Appreciation

1. Compliments on Cookbook Club from multiple patrons

Ms. Franzetti said every month after the Cookbook Club meets, she receives emails praising Gladys Cepeda for her work with the club.

Ms. Franzetti said that the "fine free" trial is set to expire; she would like to make it permanent.

On motion of Ms. Kirsch, seconded by Ms. Recarte, the Trustees agreed the library should continue its "fine free" policy on a permanent basis.

Ms. Franzetti said Laurie Meeske worked with Cathy, Keri, Mari, Dawn and Maria withdrawing and entering government documents in a database for review.

Ms. Franzetti said she has asked the staff to clear out the closets and organize their supplies.

11. Personnel Committee – Mr. Marseglia

Mr. Marseglia said that Genesis Jais should be promoted to Librarian II and

Keri Adams to Librarian III.

On motion of Mr. Marseglia, seconded by Ms. Izzo, Genesis Jais' salary will be \$75,000 for 2020 and \$76,200 for 2021.

On motion of Mr. Marseglia, seconded by Ms. Ortiz, Keri Adams' salary will be \$76,550 for 2020 and \$78,050 for 2021.

Mr. Marseglia said he proposes an additional increase in salary for Najee Anderson and Ken Caruso.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, Najee Anderson's salary will be \$46,000 for 2020 and \$47,200 for 2021. Kenneth Caruso's base salary will be \$53,533 for 2020 and \$54,733 for 2021.

Mr. Marseglia reported that Ms. Franzetti is now permanent as Director in Civil Service.

12. Old Business

Ms. Franzetti said Ms. Ortiz, and Ms. Flynn have completed three hours toward the require seven hours of Trustee Education.

Four more hours are required to complete with the State Library regulations.

Ms. Franzetti will send the link for training opportunities.

13. New Business

a. Meeting dates for 2020

On motion of Ms. Kirsch, seconded by Mr. Sanchez, the Trustees approved the Board of Trustees Meetings the second Tuesday of the month at 4:30 p.m.

On motion of Mr. Sanchez, seconded by Ms. Izzo, the Board approved the 2020 Holiday Closings.

Ms. Flynn distributed a "Nominations Form 2020" to each Trustee.

Ms. Flynn said the Trustees should mark on the form their vote for officers for 2020 and also note what committees they would like to be part of.

Ms. Flynn asked that the forms be emailed to Ms. Franzetti by January 2, 2020.

Ms. Kirsch said the 2019 Budget will be finalized in January.

b. Presentation by Mari Zigas

Ms. Franzetti said that Mari Zigas, Children's Librarian, wanted to address the Board.

Ms. Zigas said she has scheduled a program for the Children's Department "Drag Queen Storyhour". She hopes to have the program in June 2020.

Ms. Zigas said she wanted the Trustees to be aware of the program.

The Trustees thanked Ms. Zigas for her presentation.

Ms. Zigas said that the Community Baby Shower, sponsored by the Elks, had 12 new and expectant parents attend.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Izzo, the meeting was adjourned at 5:12 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

