

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, February 11, 2020. The meeting was called to order at 4:30 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Robin Coles
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 January 14, 2020 Board Meeting

Mr. Marseglia said on page 8 of the January Minutes item 8 should include the statement "Mr. Marseglia said that Ms. Mari Zigas will be promoted to Librarian 2".

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the January 14, 2020 minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

January 31, 2020 -Year-to-Date

Operating Account

Income: \$370,771.78

Disbursements 182,407.74

Cash balance January 31, 2020 \$188,364.04

January 31, 2020

Capital Account:

Income: \$ 18.12

Disbursements: 00.00

Cash balance January 31, 2020 \$ 30,499.64

January 31, 2020

Donation Account:

Income: \$ 98.38

Disbursements: 00.00

Cash balance January 31, 2020 \$ 31,161.20

January 2020

Librarian's Special Account

Income: \$ 79.98

Disbursements: 257.98

Cash balance January 31, 2020 \$ 8,055.15

Ms. Kirsch said the Librarian’s Special Account will be closed as of February 29, 2020 and the balance in the account will be transferred to the Budget Account.

January 2020

Paver Account:

Income:	\$	4.79
Disbursements:		<u>45.00</u>
Cash balance January 31, 2020	\$	8,286.26

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

c. Bills: Ms. Cooper

February 2020 Budgetary Account Bills	\$425,876.66
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Ms. Cooper said the bills for February include the 2019 3rd qtr. payment of \$192,000 for the medical/dental and insurance and the quarterly BCCLS bill.

February 2020 Librarian’s Special Acct.	\$ 220.00
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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 there has been no word from the city about a budget meeting. The Board will be notified when a date for the meeting is set.

a. Signature cards for bank accounts

Ms. Cooper said as there has been a change in a Board officer for 2020 the bank requires new signature cards.

Ms. Cooper distributed the cards to the Trustees.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said Ms. Cooper is working with the development people using statistics from the census to include the demographics in our application which will help support our request. Ms. Kirsch said once the grant is awarded we will have three months to show proof of matching funds.

Ms. Kirsch said we are waiting for Mr. Iovino to finish the renderings and specifications. We will then meet with the City to discuss the financing.

Ms. Kirsch said the cost of the total proposed renovation is \$2-\$3 million.

Ms. Izzo asked if the grant includes furniture.

Ms. Kirsch said we could if possible add the furniture, maybe the carpet and sprinkler system and cameras.

An electrician will be working on the wiring in the Children's Room and should be finished in the next few weeks.

8. Community Affairs:

Ms. Ortiz said she spoke with Ms. Taffe, former Library Director, who said she will purchase a paver in memory of Pat Hannon.

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

9. Librarian's Report: Ms. Cooper

a. Program Highlights

Ms. Cooper reported that for "Black History Month" the library is having a film series, which will reach a wider audience. Book displays and media posts will have additional information.

NJLA and the State Library sponsor Snapshot which features stories from patrons in English and Spanish about libraries.

Ms. Cooper reported that the Federal Budget proposes eliminating funding for the “Institute of Museums and Libraries”.

Ms. Cooper reported on Friday, February 14th all BCCLS libraries will change to “unified loan periods” and “automatic renewal”.

Ms. Cooper reported that she is redoing the performance evaluations. Supervisors will work with their staff to set-up a yearly work plan. They will meet during the year to discuss their progress. There will be a final review.

10. Old Business

Landscaping for the front lawn will be done in the spring.

11. New Business

a. City Council Attendance

Ms. Flynn said having a Trustee attend the City Council meetings is a good idea.

Ms. Cooper said she prepared a chart listing the dates of the City Council meetings and sent it with the Board packet.

Ms. Flynn said that it is not necessary to speak at the meetings.

Ms. Cooper said if a Trustee did plan to speak at a meeting about a specific item it would be best to have their name included on the City agenda.

b. Continuing education

Ms. Cooper said included in the Board packet was a chart that can be used to keep a record of the classes or workshops attended that will satisfy the State Library requirement for Trustee education of 7 hours per year.

c. Recognition of Mr. Meneses, guitar class teacher

Ms. Cooper suggested purchasing a paver in Mr. Meneses’ name.

The Board will donate a paver and discussed presenting it at the concert held at the end of the eight week guitar sessions.

Ms. Flynn led a discussion about the future plans of the various Board Committees.

Ms. Kirsch suggested reinstating the “Strategic Planning Committee”.

Ms. Kirsch reported that the “Friends” have raised \$1,500 and are working to add new members.

Ms. Kirsch urged the Trustees to talk to their friends about the “Friends Group.”

Ms. Cooper said the “Friends” are very important because they can apply for grants and donations that the library can’t.

Ms. Flynn said at City events there should be a table with brochures providing information about library programs and the “Friends Group.”

12. Adjournment

On motion of Ms. Ortiz, seconded by Mr. Marseglia the meeting was adjourned at 5:20 p.m.

Respectfully submitted

Cynthia C. L. Ortiz
Secretary

