

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, April 14, 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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Mr. Robert Sanchez, Supt. of Schools

Also Present

Ms. Tara Cooper, Director

Mrs. Ann Bowen, Principal Account Clerk

Ms. Gladys Cepeda, Library Associate

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-noting meeting will be conducted via Zoom

4. One copy sent to the Record

3. Approval of the Minutes of the Board of Trustees March 10th and March 27th 2020 Meetings

On motion of Ms. Izzo, seconded by Mr. Marseglia, the minutes of the Board of Trustees March 10th and 27th 2020 meetings were approved.

4. Public Comment

No report

5. Treasurer’s Report: Ms. Kirsch

a. <u>Report: Ms. Kirsch</u>	<u>March 31, 2020</u>	<u>Year-to-Date</u>
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Operating Account		
Income:	\$281,480.36	\$901,310.10
Disbursements	173,507.43	739,495.83
Cash balance March 31, 2020		\$181,814.27

March 2020

Capital Account:		
Income:		\$ 16.93
Disbursements:		<u>00.00</u>
Cash balance March 31, 2020		\$ 30,534.65

March 2020

Donation Account:		
Income:		\$ 67.31
Disbursements:		<u>30,000.00</u>
Cash balance March 31, 2020		\$ 1,306.94

March 2020

Librarian’s Special Account		
Income:		\$ 4.53
Disbursements:		<u>8,022.60</u>
Cash balance March 31, 2019		\$ 00.00

March 2020

Paver Account:

Income:	\$	4.63
Disbursements:		<u>00.00</u>
Cash balance March 31, 2020	\$	8,395.83

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

b. Bills: Ms. Cooper

April 2020 Budgetary Account Bills	\$177,633.37
April 2020 Librarian's Special Account transfer	00.17
April 2020 Librarian's special Account transfer	22.60
April 2020 Paver Account Bill	180.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said nothing is happening at the present, but once we get the budget number she will sit down with Ms. Cooper and see what we have to do.

Ms. Von Rudenberg said the City Council meetings are on-line and the next meeting is April 21st.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said anything that is happening is outside the building.

The Children's furniture has been ordered, and the delivery date has been rescheduled to May 4th.

Ms. Cooper said the electrician has completed all the wiring. The cameras will be done by Thursday.

Pete and Tony are working alternating days. They are in the process of building another rock garden in the courtyard.

The cleaning service has temporarily been suspended.

8. Community Affairs:

Ms. Ortiz said while the library is closed many services are still available.

(See attached.)

9. Librarian's Report: Ms. Cooper

A new phone service will begin this week. Our new phone system has the capability to forward calls received by the Circulation, Reference and Children's Departments to the staff's home phones without showing their personal number.

Each department will have someone answer calls received Monday to Wednesday 9:00 to 1:00, Thursdays 5:00 to 9:00, Friday 1:00 to 5:00 and Saturday 9:00 to 1:00.

Ms. Cooper said she has recorded a new outgoing message to reflect this and included a statement explaining no items are due until the library re-opens and fines for materials from other libraries have been suspended.

Ms. Cooper reported that the staff is very busy with a variety of services the library is offering.

Michelle Ferreire is conducting mock citizenship interviews over the phone and also has ESL Conversation sessions.

Cathy Folk-Pushee is working on craft videos, and Mari Zigas and Gladys Cepeda are working on bi-lingual programming.

Laurie Meeske and Genesis Jais are working on marketing websites and social media.

Ms. Cooper reported that the part time staff has been notified about being furloughed and that the plan is to fully restore everyone.

10. Old Business

a. Staff Development Day

Ms. Cooper said the presenter Lourdes Tango did great job. Her three hour program was interesting, informative and moved very quickly.

Ms. Cooper said the reaction from the staff was very positive and she would like to have Ms. Tango back again.

There was a staff meeting after the presentation.

The second presenter's program was too interactive, so that program was postponed.

11. New Business

A. Work from home reports

Ms. Cooper said she included in the board packet summaries for each department. The individual reports are available if anyone would like to review them.

b. New Digital Services

BCCLS is issuing virtual library cards. BCCLS issues a dummy number which we then switch to a Hackensack number so our patrons are able to get all of our digital services including Hoopla.

c. Financial disclosure due April 30th

Ms. Cooper said the financial disclosure forms are due before April 30th.

12. Adjournment

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

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

