

The Johnson Public Library Board of Trustees met in the Board Room of the Library on Tuesday, March 10, 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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Mr. Robert Sanchez, Supt. of Schools

Also Present

Ms. Tara M. Cooper, Director

Mrs. Ann Bowen, Principal Account Clerk

Not Present

Ms. Robin Coles

Ms. Sonia Recarte

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 February 11, 2020 Board Meeting

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the minutes of the February 11, 2020 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>February 29, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$249,057.96	\$619,928.74
Disbursements	383,580.66	565,988.40
Cash balance February 29, 2020		\$ 53,841.34
	February 2020	
Capital Account:		
Income:		\$ 18.08
Disbursements:		<u>00.00</u>
Cash balance February 29, 2020		\$ 30,517.72
	February 2020	
Donation Account:		
Income:		\$ 78.43
Disbursements:		<u>00.00</u>
Cash balance February 29, 2020		\$ 31,239.63
	February 2020	
Librarian's Special Account		
Income:		\$ 109.93
Disbursements:		<u>147.01</u>
Cash balance February 29, 2019		\$ 8,018.07

February 2020

Paver Account:

Income:	\$	104.94
Disbursements:		<u>00.00</u>
Cash balance February 29, 2020	\$	8,391.20

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

c. Bills: Ms. Cooper

March 2020 Budgetary Account Bills	\$176,403.81
March Donation Account Transfer	30,000.00
March Librarian's Special Acct. Transfer	8,000.00

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

6. Budget and Finance Committee: Ms. Kirsch

a. Update from preliminary budget meeting

Ms. Kirsch reported that Ms. Cooper met with Mr. Mangin, CFO and Mr. Ehrenburg, City Manager, to discuss the 2020 library appropriation.

Ms. Cooper said that the bad news is the library's appropriation for 2020 has been cut by \$70,000. The good news is the City agreed to bond for the renovation grant.

Ms. Kirsch said a letter to the public about our situation may be necessary, but we should wait and see what happens next year. The library brings value to the city, but we can't sustain the present level of service if our budget is cut to the bone.

Ms. Cooper said she had sent information to the office of Loretta Weinberg, State Senator, about our proposed renovation. Ms. Weinberg contacted the city about the renovation.

The City is willing to bond for the renovation. They supplied the name of the city grant writer and Ms. Cooper said she has been in touch and will have a phone meeting next week.

The grant can't be completed without a total cost for the project. Ms. Cooper is waiting for a revision from Mr. Iovino, who had projected the cost with the library closed for 10 months. It will cost more to do the work while we are open, but it is necessary.

Ms. Cooper said it might be necessary to have two resolutions regarding the grant, one from the Trustees and one from the City.

Ms. Kirsch said we can wait and if necessary a vote on the resolution could be done by email.

Mr. Marseglia asked if the total of the renovation was projected at three million dollars?

Ms. Cooper said yes. The city will bond for 50% of the grant awarded.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the library is sanitizing public areas on a regular basis.

The furniture for the Children's Department has been ordered and should be here in about seven weeks. Donations from the "Donation Account" and The Greater Alliance Hopes and Dreams Foundation for Children" will pay for the furniture. \$30,000 will be transferred from the Donation Account. The furniture is in shades of blue and green to go with the carpeting.

The electrician has run additional ports for the BCCLS computers.

\$26,675.02 will be transferred from the Capital Account to pay for the new outside cameras.

8. Community Affairs: Ms. Ortiz

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

(See attached.)

Ms. Ortiz said National Library Week is April 19<sup>th</sup> to the 25<sup>th</sup>. To celebrate the “Friends of Johnson Public Library” are having a raffle with 3 prizes – one for each age group: children, teens and adults.

9. Librarian’s Report: Ms. Cooper

a. Program Highlights

Ms. Cooper said she has spoken to the city grant writer who will help with the community analysis and narrative for the grant.

Ms. Cooper is waiting for Mr. Iovino’s revised cost analysis which will be based on the library being open for most of the renovation.

10. Old Business

a. City council attendance

City council is asking the public not to attend at this time because of the COVID-19 outbreak.

b. Continuing education

Registration is necessary for the meeting in Parsippany on April 2<sup>nd</sup> or the 28<sup>th</sup>. The cost is \$35.

c. Recognition of Mr. Meneses, guitar class teacher

Ms. Cooper read the inscription on the 8 x 8 brick ordered for Mr. Meneses. The cost to the library will be \$80.

11. New Business

a. State Survey certification and signatures

Ms. Cooper reported she had finished the 2019 State Report. Ms. Flynn signed the “Certification” which will be mailed to the State Library.

b. Staff Development Day – April 3<sup>rd</sup>

Ms. Cooper said two professional speakers have been hired for “Staff Day”. A grant of \$500 will be used to help defray the cost of the speakers.

Ms. Tango will address bias, diversity and inclusivity.

Mr. Condello will talk about personality types and communication.

Longevity certificates and pins will be awarded.

c. Corona Virus

Ms. Cooper read the statement she wrote regarding the steps taken to protect the staff and patrons from the coronavirus.

The Trustees discussed steps to be taken to protect patrons and staff.

Ms. Cooper will coordinate with the City if necessary to plan closing the library.

Ms. Cooper said in an emergency the Board can vote by email.

Programs will be cancelled or postponed as necessary.

Maintenance is sanitizing all surfaces.

Ms. Kirsch asked if anything is being done with books that are returned.

Ms. Cooper said the books are wiped down when they are returned.

Mr. Sanchez asked if the library could use honor student as volunteers.  
Ms. Cooper said he should speak to Mari Zigas, Head of the Children's  
Department, as they can always use assistance with the Homework Helpers  
program.

12. Adjournment

On notion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at  
5:25 p.m.

Respectfully submitted

Cynthia C. L. Ortiz  
Secretary

