

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, May 12, 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

Ms. Robin Coles

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

Ms. Tara Cooper, Director

Mrs. Ann Bowen, Principal Account Clerk

Ms. Gladys Cepeda

Ms. Genesis Jais

Not Present

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-noting meeting will be conducted via Zoom
4. One copy sent to the Record

3. Approval of the Minutes of the April 12, 2020 Board Meeting

On motion of Ms. Izzo, seconded by Mr. Marseglia, Ms. Coles abstaining, the minutes of the April 12, 2020 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April 30, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$239,182.21	\$1,140,492.31
Disbursements		207,112.36
Cash balance April 30, 2020		\$193,884.12
	April 30, 2020	
Capital Account:		
Income:		\$ 16.10
Disbursements:		<u>00.00</u>
Cash balance January 31, 2020		\$ 30,550.75
	April 30, 2020	
Donation Account:		
Income:		\$ 2.40
Disbursements:		<u>00.00</u>
Cash balance April 30, 2020		\$ 1,309.34
	April 2020	
Librarian's Special Account		
Income:		\$.17
Disbursements:		<u>.17</u>
Cash balance April 30, 2019		\$ 00.00

April 2020

Paver Account:

Income:	\$	4.43
Disbursements:		<u>180.00</u>
Cash balance April 30, 2020	\$	8,220.26

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

c. Bills: Ms. Cooper

May 2020 Budgetary Account Bills \$334,134.75

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 there has been no official notification by the City of the library's appropriation for 2020. Ms. Cooper said we are anticipating a loss of \$70,000.

Ms. Kirsch said once we know what the final number is, she will work with Ms. Cooper to review the budget and adjust it accordingly.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said the Children's Room furniture has been delivered.

Ms. Kirsch reported that the new security cameras have been installed. They are able to pan and zoom and the clarity, of the images, is much better. Information will now be stored on the cloud.

Ms. Cooper said we are getting quotes for painting the office behind the 700 room. New furniture, carpeting and curtains will allow us to use the space for the marketing team. The HVAC unit has been inspected and is working. A Wi Fi booster will be installed on the other side of the building to pick up service for the area.

Ms. Cooper said having Laurie Meeske and Genesis Jais using the space will also help with social distancing when we re-open.

Ms. Flynn asked about will be done with the materials that are stored in the room.

Ms. Cooper said the materials stored in the office area will be evaluated and if worth keeping will be stored in the small room off of the office.

Ms. Cooper said the quote received for the new drapes was very high, so we will wait until we can get more quotes.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz said even though the library has been closed to the public the staff is working hard to provide programs and activities via the internet.

(See attached.)

9. Librarian's Report: Ms. Cooper

Ms. Cooper reported that congratulations are in order for Gladys Cepeda who was awarded a BCCLS Scholarship, and Keri Adams and Liz Kennedy for winning the NJLA "Public Relations and Marketing Award" for their 2019 "Teen Summer Reading Brochure."

Ms. Cooper reported that this year's NJLA Conference at the end of May has been cancelled as well as the annual conference to be held in Chicago.

Ms. Cooper said the first page of the Director's Report has a new chart, if anyone would like to add anything please let her know.

10. Old Business

a. Digital Services – updated

Ms. Cooper said that Ms. Zigas created a digital attendance form.

Ms. Jais designed a "Covid Portal" which lists our information and support hours.

The library is providing many services digitally including digital library cards and book requests

11. New Business

a. Grant Resolution

Ms. Cooper asked the Trustees to approve the resolution for the library renovation. The city will approve their resolution at the council meeting on May 19, 2020.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved the resolution.

The City of Hackensack and the Johnson Public Library hereby certify That permission has been granted to apply for the project entitled the New Jersey Library Construction Bond Act, in the amount of:

\$1,733,929

The filing of this application was authorized at the official meeting of The governing body of the Library held on May 12, 2020.

Linda Flynn
Signature
Linda Flynn, President

Kristi Izzo
Certification Signature
Kristi Izzo, Vice-President

5/12/2020
Date

5/12/2020
Date

Ms. Izzo asked if the library is planning to acknowledge the passing of Emil Canestrino a former Captain in the Hackensack Police force.

Ms. Cooper will talk to Ms. Flynn about an appropriate acknowledgment

b. Vacation Carry-over

Ms. Cooper said in view of the current situation, she asked the Board to approve extending the 2020 vacation carry-over date to May 31, 2021.

On motion of Ms. Ortiz, seconded by Mr. Marseglia, the Board approved.

Mr. Marseglia asked if Ms. Cooper would notify the union of the change.

Ms. Cooper said they would be notified.

c. Hotspots

Ms. Cooper asked the Board to approve the purchase of 20 hot spots which would be used by the staff at home. Once we re-open, the spots could be used by the public.

d. Updating of unused office space

Ms. Cooper said the unused office will be refurbished to allow the space to be used.

e. Thoughts on re-opening procedures and best practices

Ms. Cooper prepared a draft of the phases for re-opening the library.

The Trustees reviewed the draft. Phase one – only library employees back in building, book drop opens. A gradual re-opening is planned for phases two through five. Operations will proceed according to requirements mandated by the local authorities with phase six - returning all operations to normal.

(See attached.)

12. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles the meeting was adjourned at 5:18 p.m.

Respectfully submitted

Cynthia C. L. Ortiz
Secretary

