

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, June 9, 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

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. 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-noting meeting will be conducted via Zoom

4. One copy sent to the Record

3. Approval of the Minutes of the Board of Trustees Meeting May 12, 2020

Ms. Flynn said on page 4 the 2<sup>nd</sup> paragraph line 1 should read “What will be”, the word what is missing.

On motion of Ms. Izzo, seconded by Ms. Coles, the minutes of the May 12, 2020 Board meeting were approved as corrected.

4. Public Comment

No report

5. Treasurer’s Report: Ms. Kirsch

<u>a. Report: Ms. Kirsch</u>	<u>May 31, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$239,279.79	\$1,379,772.10
Disbursements	355,539.68	1,302,147.87
Cash balance May 31, 2020		\$ 77,624.23
	May 2020	
Capital Account:		
Income:		\$ 6.40
Disbursements:		<u>00.00</u>
Cash balance May 31, 2020		\$ 30,557.15
	May 2020	
Donation Account:		
Income:		\$ 00.17
Disbursements:		<u>30,000.00</u>
Cash balance May 31, 2020		\$ 1,309.51
	May 2020	
Paver Account:		

Income:	\$	1.08
Disbursements:		<u>00.00</u>
Cash balance May 31, 2020	\$	8,221.34

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

6. List of Bills: Ms. Cooper

June 2020 Budgetary Account Bills	\$138,754.89
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On motion of Ms. Kirsch, seconded by Mr. Marseglia, the bills were approved for payment.

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported the City passed the 2020 budget cutting the library \$70,000 from last year's appropriation. This is an actual cut of \$180,000 from the 3% increase in the library's proposed 2020 budget.

Ms. Kirsch said she has been working with Ms. Cooper and we have pared the budget to the bone. We can pay some expenses out of the Capital Account such as some Children's room costs, the new cameras and electrical. Since the budget is about 99% state mandated expenses, which we must pay for to retain state aid, fixed expenses and contractual obligations there is not much wiggle room. The budget has taken hits that were not budgeted, the flood last year (\$25,000) and COVID for \$4000 /\$5000 for the shields and sanitizing supplies. We did not transfer any funds last year from our "Reserve Account"; we can transfer funds this year if it is necessary.

Ms. Kirsch said she will keep reporting to the Board. The budget lines will be reallocated in December when the final 2020 Budget is presented.

Ms. Kirsch asked the Board to think about a campaign to go to the community and explain what is going on. We have experienced cuts the last several years and we can't sustain our present level of services with ongoing cuts to the budget. The community needs to be aware of the situation.

Ms. Kirsch said we are not there yet, but let's see what happens.

There are upcoming elections for City Council in the spring and the Board should be thinking about reaching out to the community as we did once before.

On motion of Ms. Ortiz, seconded by Ms. Coles, the report was accepted.

Ms. Cooper said she would like to thank Ms. Kirsch, for all her hard work with a budget that has no fat in it. The fact that last year a transfer into the budget account was not necessary was a huge accomplishment.

We have increased staff, but have not filled the Assistant Director's position. Those funds were spent where necessary. But, now it might be necessary to cut part time staff or their hours.

Ms. Kirsch said we are not there yet, but let the next month or two play out to see where we are at that time.

8. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the back office area has been painted, carpeted and will have new curtains. Ladders, a snow blower and other items blocking the old main entrance stairs have been removed and the area has been cleaned.

Plexiglas shields have been installed around the Circulation and Reference desks. It was necessary to have the shields custom cut. They were expensive, but necessary.

The building looks fantastic; the maintenance men work hard. They are building a rock garden on the left side of the walk way in the front entrance.

We have put off plans for opening the courtyard because of COVID-19 but hopefully we can address that issue sometime this summer.

The Children's Department is not opening yet, the furniture has arrived and been assembled. The tables have write-on surfaces. The colors are really good and everything goes together. The electrical work is finished and we are waiting for the computers to come.

Ms. Kirsch thanked Ms. Cooper for going above and beyond during this critical time.

9. Community Affairs:

Ms. Ortiz read from the June Press Release which shows that while the library is closed many services are still available on-line.

(See attached.)

10. Librarian's Report: Ms. Cooper

Ms. Cooper reported that the grant application was sent on Thursday June 4th. The application was comprised of 47 separate documents.

Ms. Cooper said she is assuming that information regarding the awarding of the grants will not be forth coming until September or October.

Ms. Cooper said the staff was very busy the last month issuing 27 library cards, answering 60 phone calls, 40 emails, and working on 22 programs and 52 digital programs.

A demonstration on Saturday was peaceful.

Ms. Cooper said that if there is a resurgence of the virus, we'll be well set up to continue to provide services to the community.

11. Old Business

a. Thoughts on re-opening

Ms. Cooper asked if the Trustees had any questions.

The library will open on Monday June 15<sup>th</sup> with limited full time staff, working the equivalent of one full day a week with one or two people in each department. When not working in the library, they will be working remotely.

We have a couple of staff members with health concerns who may not come back right away and will continue to work remotely. We have been able to schedule around them, so it is not an issue. We will continue to monitor the situation.

It seems things are moving in the right direction and we will be able to begin to offer more services shortly.

The plan is on July 6<sup>th</sup> people who have made arrangements will be able come in to the library to pick up holds. We have cordoned off the main floor so patrons from the Main and Moore Street entrances will have limited access to the circulation desk only.

Once it is safe we will take the ropes down and people will be able to access the shelves themselves.

BCCLS is purchasing a self-scan app called “Me Scan” which costs about \$400 a year, which is definitely worth doing. It turns your phone into a scanner. A patron could go to a shelf scan their library card, scan a book and just walk out of the library. It may not work for all patrons, but for the people who want contactless browsing and are comfortable with the technology it will be a nice option. We will get a free kiosk with the app and we can turn it into a self-scan station.

The holds will be placed outside the circulation desk on a cart with the person’s name. They pick up the holds, scan them and leave. The circulation staff is comfortable with the plan.

The cleaning service will be re-started next week. After we re-open in addition to the cleaning service Pete and Tony will wipe the high touch areas, such as door knobs and iPads every hour.

Gloves, masks and hand sanitizes have been ordered for the staff. The staff and the public will have to wear masks for now, unless the order changes. Anyone working alone in an office will not need to wear a mask.

For an extra level of safety, items will have to be returned through the book drop. The books drop into a plastic container lined with a heavy duty garbage bag which will then be removed and quarantined for three days.

The staff will return on June 15<sup>th</sup>, June 22<sup>nd</sup> the book drop opens, on June 29<sup>th</sup> patrons may begin placing holds and the library will open on July 6<sup>th</sup> for people to pick up items on hold. When we open it will be on a schedule, such as 9 to 5 Monday, Wednesday and Friday and 12 to 8 Tuesday and Thursday. We need a

staggered schedule as people will be going back to work. We may want to reserve an hour or two one day a week as a courtesy for vulnerable patrons.

BCCLS will not turn on the hold system for quite some time. Quarantining makes delivery a problem because of the time involved, so it makes sense to wait until the situation is better. So at this time books will be limited to our collection which is robust. We are still offering digital check outs.

Ms. Cooper said the Board is amazing and that she and the staff thank them for their support and understanding in these changing times.

12. New Business

a. July and August meetings

Ms. Cooper asked the Board if they would meet in July and August.

After a discussion the Board agreed to meet via Zoom Tuesday, July 14<sup>th</sup> at 4:30 and August 11<sup>th</sup> if necessary.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned at 5:13 p.m.

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary

