

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, July 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. Robin Coles

Also Present

Ms. Tara Cooper, Director

Mrs. Ann Bowen, Principal Account Clerk

Ms. Gladys Cepeda, Library Associate

Not Present

Ms. Sonica Recarte

Mr. Robert Sanchez, Supt. of Schools

Ms. Stephanie Von Rudenburg, 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, June 9, 2020

Ms. Kirsch said that the word huge on page 4 paragraph three is misspelled and should be corrected.

On motion of Mr. Marseglia, seconded by Ms. Coles, the minutes of the June 9, 2020 meeting were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

<u>a. Report: Ms. Kirsch</u>	<u>June 30, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$229,887.87	\$1,609,659.97
Disbursements	141,732.22	1,443,880.09
Cash balance June 30, 2020		\$ 165,779.88
June 2020		
Capital Account:		
Income:		\$ 6.47
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 30,563.62
June 2020		
Donation Account:		
Income:		\$ 00.28
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 1,309.79
June 2020		
Paver Account:		
Income:		\$ 1.74
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 8,223.08

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

6. List of Bills: Ms. Cooper

July 2020 Budgetary Account Bills

\$264,543.02

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

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are holding our own on the budget. We are keeping an eye on where we are, and have not taken any funds from our reserve accounts. We hope to get through the year without having to make a transfer.

Ms. Kirsch asked everyone to think about reaching out to the community in the fall. Being able to work within our budget depends on when we open and the demands of our patrons. Hopefully we will be able to maintain our services and get through the rest of the year.

Our grant application has been submitted. Various libraries received comments, but we did not. We do not know when funds will be processed.

Ms. Cooper said there is no formal timeline set regarding the awarding of the grants. We might have more information in September or October.

8. Building and Grounds: Ms. Kirsch

Ms. Kirsch said there was a tiny leak in the flat roof. It leaked into the bathrooms on the first floor and stained one ceiling tile. It did not leak again, so it should be good.

Mr. Marseglia asked if the furloughed part time employees are back to work.

Ms. Cooper said some are, but not the part time librarians who work in the evening.

9. Community Affairs:

Ms. Ortiz read from the July Press Release.

(See attached.)

10. Personnel Committee: Mr. Marseglia

a. Resignation: Brigid Cahalan

Mr. Marseglia reported that Brigid Cahalan, Librarian, submitted her resignation as of July 3, 2020.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel action was approved.

Ms. Cooper said that Ms. Cahalan sent a very nice letter commenting on how much she enjoyed working here.

Ms. Cooper said she is not planning to fill the position at this time.

11. Librarian's Report: Ms. Cooper

Ms. Cooper said Mari Zigas has arranged for children to pick up supplies to do a craft at home. She has 20 or so craft kits per program.

We have re-opened for holds pick-ups.

Printing obits and articles on demand services began on Monday, the patrons are not paying for this service for the next couple of months. I would like to remain cashless for now.

We are part of the group that purchased "Mee Scan" through BCCLS. This allows a patron to scan their library card; walk to a shelf; pick out a book or books and check out without contact with a library employee. We won't roll this out until we are open for browsing.

We are still creating digital cards for patrons who do not wish to come into the building but would like to access digital services.

We have had no problems with patrons wearing masks. We are continuing to monitor the health and safety recommendations of the experts and feel we can open the floor to browsing along with the reference department soon. I'd like to

keep public seating and computers closed for now. Eventually we can open the computers by appointment.

It might be best to keep closed for now, and see what happens. It would be better to stay closed than to open and have to close again. I would hate to back track.

When we open it will be a 25% capacity about 75-100 people. They can browse, ask questions and leave. Public seating won't be available, so that will help with concerns about people lingering too long.

A problem might be with the people who sit in the library all day, it would limit our capacity.

Some libraries are open; most of them are smaller and have one entrance helping to control how many patrons are in the library at one time.

Ms. Izzo asked if Wi-Fi is still available in the parking lot.

Ms. Cooper said yes, but since we are now using the staff parking spots, we are not advertising it as much.

12. Old Business

a. August Meeting

Ms. Cooper asked if the Trustees would want to meet again in August.

Mr. Marseglia said only if Ms. Cooper felt if it was necessary.

Ms. Cooper said as of now it seems it may not be necessary.

13. New Business

Ms. Cooper said she would like to pause moving into stage 3 for at least one more week.

Ms. Cooper said at this time she would like to provide limited free photocopies to our patrons.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:07 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

