

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, August 11, 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

Ex-Officio

Ms. Stephanie Von Rudenberg, Council Liaison

Also Present

Ms. Tara Cooper, Director  
Mrs. Ann Bowen, Principal Account Clerk  
Ms. Gladys Cepeda, Library Associate  
Ms. Cathy Folk-Pushee, Librarian

Not Present

Ms. Sonia Recarte  
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 Board of Trustees Meeting, July 14, 2020

Ms. Izzo said on page 4 seconded to last paragraph the word "printing" should be changed to "creating".

On motion of Mr. Marseglia, seconded by Ms. Kirsch the July 14, 2020 Board Minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

<u>a. Report: Ms. Kirsch</u>	<u>July 31, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$229,666.11	\$1,839,326.08
Disbursements	158,767.82	1,602,647.91
Cash balance June 30, 2020		\$ 236,678.17
	July 2020	
Capital Account:		
Income:		\$ 6.26
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 30,569.88
	July 2020	
Donation Account:		
Income:		\$ 00.27
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 1,310.06
	June 2020	
Paver Account:		
Income:		\$ 1.69
Disbursements:		<u>00.00</u>
Cash balance June 30, 2020		\$ 8,224.77

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

6. List of Bills: Ms. Cooper

August 2020 Budgetary Account Bills	\$160,985.86
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On motion of Ms. Kirsch, seconded by Ms. Coles, the bill were approved for payment.

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are holding our own, not exorbitantly spending. We are in decent shape right now and will keep the Board posted.

8. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the library came through the storm unscathed, the building is ok.

Ms. Cooper said the building did not even lose power.

Ms. Kirsch said the building is hanging on and we are getting ready to have patrons come in. At some point hopefully we will be able to open the courtyard and have a big splash to welcome the patrons back, but at this time our plans are on hold.

9. Community Affairs:

Ms. Ortiz read from the August Press Release.

(See attached.)

Ms. Ortiz said the library is doing very well, considering we are closed, and kudos to the people doing the programs

Ms. Izzo said we are gratefully to have such a wonderful and dedicated staff and Ms. Cooper's leadership.

10. Librarian's Report: Ms. Cooper

Ms. Cooper said that Cathy Folk-Pushee wrote for and received a grant and I will let Ms. Folk-Pushee talk about this very specific grant.

Ms. Folk-Pushee said the grant was sponsored by the "Public Library Association, Community Catalyst, and the Robert Wood Johnson Foundation".

A total of thirty libraries that use the "Federally Facilitated Foundation" were chosen to receive a \$1,000 grant to support their organization in becoming a "Certified Application Counselor Designated Organization" and certifying at least one staff member or volunteer as a "Certified Application Counselor". We were one of ten libraries chosen to receive an additional \$1,000 given to support the library efforts to increase community awareness and education regarding the upcoming health insurance open enrollment period.

Ms. Folk-Pushee said in September a new social work intern, Valerie Pascale, will be attending training sessions to be our "Certified Application Counselor". Ms. Folk-Pushee said she will also attend the training sessions.

Ms. Izzo asked if the intern spoke Spanish.

Ms. Folk-Pushee said no and she was not fluent in Spanish either.

Ms. Cooper said she was sure the one of the library staff members could help.

Ms. Cepeda said she would work with Ms. Folk-Pushee and Ms. Pascale to provide the help needed to reach out to the Spanish community.

Ms. Cooper thanked Ms. Folk-Pushee for her work on getting the grant.

Ms. Cooper said holds pickups have been going really well. We are holding the line on additional re-opening as the Governor has pulled back on indoor gathering sizes so I think we are doing the right thing by sticking with hold pickups for now.

We have added additional services – remote printing a patron can send a request to a specific department and it will be printed for free for Hackensack patrons only. The scan/fax machine downstairs is now available to patrons by appointment. The patron will be escorted down to the machine by an

employee who will provide help if necessary. We work with one person at a time and the machine is cleaned between uses.

I have asked our program planners, particularly the Children's department to reconsider digital programming. Last month we did 80 digital programs that's a lot. I have a feeling that children might not want to spend more time in front of a screen, so I spoke with Ms. Zigas and asked her to think about offering more programs on the lawn. Ms. Zigas thinks she might be able to have a music/dance program, some crafts and also a book club program on the lawn.

Ms. Cooper said this is new territory for us and we are trying to be creative. The next couple of months you may see our programming is different.

Our first trial run will be on August 22<sup>nd</sup> - Ms. Folk-Pushee is having a tie-dying program for adults on the lawn.

Ms. Cooper said the staff has been doing a great job programming and we have had great attendance at the programs. We have had great feedback from our patrons; the only complaint is that we are not open.

The statics are very robust - 3000 digital and 3400 material circulation in July.

11. Old Business

No report

12. New Business

a. Working remotely Guidelines

Ms. Cooper thanked the "Policy and Personnel Committees" for their review of the "Staff Working Remotely Guidelines".

The policy will only stand if we were open to the public. If we are closed, all staff except administration and maintenance would be 100% working remotely.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Trustees approved the "Staff Working Remotely Guidelines".

13. Adjournment

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

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary

