

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, October 13, 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 Rudenborg, Council Liaison

Not Present

Ms. Sonia Recarte
Mr. Robert Sanchez, Supt. of Schools

Also Present

Ms. Tara Cooper, Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Gladys Cepeda, Library Associate
Ms. Genesis Jais, Librarian

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, September 8, 2020

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the September 8, 2020 meeting were approved, with Ms. Coles abstaining.

6. List of Bills: Ms. Cooper

October 2020 Budgetary Account Bills \$ 241,133.73

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

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that the one-third of a mil has declined slightly from \$2,983,715 to \$2,982,223.

We have received our per capita check of \$18,637 which is about what we had figured.

Our projected cash flow should just cover our first January payroll. We are doing very well, holding the line and are in pretty good shape at this point. We will have to see what the expenses are going forward and what the city is going to be able to give us. We have received the 2nd quarter medical bill which is the fourth for the year and will pay it in December. We are holding our own and hope there will be no more horrendous expenses.

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

8. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that we have had no additional issues with water since the leak last month. The sewer cap seems to be holding.

We had the front lawn sprayed for flying and biting insects with a “child safe” treatment as we have had some issues during the programs on the lawn.

Tony obtained wood chips from the community garden, thank you Tony, and they have been applied to the flower bed to the left of the Main Street doors and the city is going to come back and trim the bushes and trees.

With the expended re-opening, we have purchased additional plexi-glass and physical distancing stickers to place around the building. Hopefully sooner

rather than later we will be able to remove them, but right now people are being careful. We are keeping the library clean and safe, thanks to Tara and the staff.

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

Ms. Cooper said she would like to note that it is a group effort and the staff is fantastic doing their best so we can provide services to the patrons.

Ms. Izzo asked if the chemicals used on the lawn are “child safe”.

Ms. Kirsch said yes, we are very careful about the chemicals used.

Ms. Cooper said she and Ms. Kirsch stopped using Terminix and started with our present company because of the safety issue.

9. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported the resignation of Peter Lohrmann, Senior Building Maintenance Worker effective October 2nd.

Mr. Marseglia proposed a promotion for Anthony Lombardi to Senior Building Maintenance Worker with an annual salary of \$52,000 as of November 1, 2020.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel actions were approved.

Mr. Marseglia reported that Ms. Cooper recommends hiring a part time person for the maintenance department for 20 hours per week at \$17 per hour to cover alternating Fridays and Saturdays and to fill in when necessary. At this time a full time additional maintenance worker is not needed.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board agreed to advertise the position of maintenance worker.

Mr. Marseglia reported that Najee Anderson, who is an asset for the library, is now a full time police officer and as of September 21, 2020 started working part time as a security guard.

10. Community Affairs:

Ms. Ortiz read from the October Press Release.

(See attached.)

11. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions about her Director's Report, there were none.

Before I begin, two points of thanks/congratulations. First to Gladys Cepeda in the Children's Department, who is the recipient of an NJLA scholarship this year. She is studying Library science at Rutgers. Ms. Cooper asked Ms. Cepeda if she wished to comment.

Ms. Cepeda said she was the 2nd person in line for the scholarship and was awarded the scholarship after the 1st in line received a full scholarship. Ms. Cepeda thanked the Trustees for their acknowledgement of her award.

Second, Ms. Cooper said we are excited for Najee Anderson and glad is he staying at the library.

Ms. Cooper said she wanted to thank Tony Lombardi for stepping up the last couple of weeks especially after Pete's departure, it is a huge responsibility. The promotion and raise approved by the Board is well deserved. Ms. Cooper noted that his status in the union will not change.

Ms. Cooper said she has to thank Ms. Jais and Ms. Meeske for their help in the nuts and bolts of re-opening, including signage and social media.

Recently we have starting using MeeScan, where you can check out on your phone or at the self-check station.

We are steadily busy, but not to the point that it is overwhelming. People are coming in to browse and booking time on the computers. I still feel that our hours of operation are adequate for now, we have evenings, mornings and Saturdays covered, she stated.

We continue to have great programming. Ms. Zigas is planning some fun stuff for Halloween on the lawn and Cathy Folk-Pushee is doing a craft for adults earlier that day, and she been keeping the adults busy with lots of activities and crafts. Keri Adams is still connecting with the teens via book talks and lawn events. We have bi-lingual programming, which is provided by Michelle Ferriera and Gladys Cepeda. Considering the situation, I feel that we are doing a great job in providing services to our patrons.

Recommendations for the Library Bond Act are supposed to be made to the state librarian this month, we have not heard about our application status for the grant. I am assuming they will notify us shortly if our grant was approved in part or in full. As Ms. Kirsch mentioned we did not receive any comments on our grant which I hope is a good sign and we will receive a full grant for the renovation.

I want to thank the Board for continuing to be so supportive of the staff.

Finally, the new office for Ms. Meeske and Ms. Jais has been painted and carpeting has been installed and we will be getting new drapes which will complete the project.

Ms. Flynn said the Board congratulates Ms. Cooper on being elected to the BCCLS Executive Board.

12. Old Business

No report

13. New Business

Ms. Flynn said she joined a webinar hosted by BCCLS about the role of Trustees and many things that we do. Listening to the other Trustees and Librarians discussing the subject was very interesting.

Ms. Flynn said on October 20th from 7:00 to 8:30 BCCLS is presenting a webinar on fund raising. Ms. Flynn has signed up and will send the link to Ms. Cooper should anyone else be interested.

Ms. Cooper said we should be keeping track of educational hours even though the state will probably not have the requirement this year.

a. Staff Day – November 11th 2020

Ms. Cooper said there will be an abbreviated staff day running from 10:00 a.m. to 3:00 p.m. We will not hire a presenter. We will be spread out on the Main Floor we will have longevity awards, department meetings/work and box lunches.

We hope to have a full staff day with a presenter in the Spring.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:02 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

