

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, January 12, 2021. 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  
Mr. Robert Sanchez, Supt. of Schools

Also Present

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

Not Present

Ms. Sonia Recarte

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, December 8, 2020

On motion of Mr. Marseglia, seconded by Ms. Coles, the minutes of the December 8, 2020 Board meeting were approved.

4. Public Comment

No report

5. 2021 Re-appointments: Ms. Cooper

Ms. Cooper reported that at the December City Council meeting Ms. Kirsch was re-appointed to another five year term on the Board. Ms. Cooper congratulated Ms. Kirsch and thanked her for all her time and effort on behalf of the library.

Ms. Flynn said she did not know how the Board would manage without Ms. Kirsch and all the items she takes care of.

6. 2021 Officers: Ms. Flynn

Ms. Flynn said moving along to officers and committees for 2021 - in January 2020 the current officers and committees were chosen. Since then we have only been doing the meetings by Zoom it might make sense to keep everything as it is until the board can get together in person again, unless there is someone who really wants to change committees or move to another position.

Ms. Cooper said she agreed with Ms. Flynn, as did Mr. Marseglia.

On motion of Ms. Ortiz, seconded by Ms. Coles, the Board agreed to let stand the officers chosen in 2020.

7. 2021 Committees: Ms. Flynn

On motion of Ms. Ortiz, seconded by Ms. Coles, the Board agreed to let stand the committees chosen in 2020.

Strategic Planning Committee: Ms. Flynn

Ms. Flynn reported that she had discussed with Ms. Cooper the need for a strategic plan committee as our plan expires this year and her concern is that we should have a committee in place to plan for the future whatever that may be. The discussion was then turned over to Ms. Cooper.

Ms. Cooper said that she will keep her thoughts brief as most of this work should be done via committee.

Ms. Cooper said that even if it weren't for the pandemic, with the demographics changing so rapidly in town, and all of the residential construction, there is no point in rushing to write a new full plan now that will end up serving a different community than the one that contributed to it. As far as the extension goes, this seems to be the way that most libraries are going because of the COVID situation

anyhow. We may or may not want to hire a consultant when it comes time to re-write the plan. “There are a lot of things that I like about the current plan; one thing I want to emphasize NOT using is circulation as a measure of use. That is an antiquated way of measuring a library’s impact.”

Ms. Kirsch said, “it is a fine idea to wait a year or two; frankly our finances can’t support the cost of research and hiring a consultant. I am concerned about our finances and it is not for us at this time.”

Ms. Cooper said she agreed with Ms. Kirsch.

Ms. Izzo agreed that it is best to revise the plan as it should be a moving document which works for whatever time and place you are in as well as looking into the future. Ms. Izzo is willing, if no one wants to make a change, to continue to lead the committee along with Ms. Recarte and Ms. Coles. They will work as a committee to set up a meeting with Ms. Cooper to discuss where we are and what changes to the plan should be considered.

Ms. Cooper will continue to update the color coded strategic plan tracking document that shows our progress so the committee can see where we stand with the plan as written and figure out where we want to go from there.

Ms. Flynn asked if Ms. Izzo and Ms. Coles were still willing to remain on the strategic committee. Both agreed to remain.

Ms. Flynn will contact Ms. Recarte for her decision.

8. Treasurer’s Report: Ms. Kirsch

a. Final 2020 Budget

Ms. Kirsch said everyone should have a copy of the final budget, as you all know we balance the lines at the end of the year to come up with the final budget. You can see with the notes, that we had some cuts, savings and some unexpected increases in the budget for 2020 with revenue of \$3,005,421.00 and expenses of \$3,005,421.00.

On motion of Ms. Kirsch, seconded by Mr. Marseglia, the final 2020 Budget was approved.

<u>b. Report: Ms. Kirsch</u>	<u>December 31, 2020</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$3,171,004.47	\$2,944,696.75
Disbursements	\$2,863,855.34	\$2,863,855.34
Cash balance December 31, 2020		\$ 80,841.41
December 2020		
Capital Account:		
Income:		\$ 6.27
Disbursements		<u>0.00</u>
Cash balance December 31, 2020		\$30,601.84
December 2020		
Donation Account:		
Income:		\$ 00.27
Disbursements:		<u>00.00</u>
Cash balance December 31, 2020		\$ 1,311.44
December 2020		
Paver Account:		
Income:		\$ 1.67
Disbursements:		<u>00.00</u>
Cash balance December 31, 2020		\$ 8,158.35

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

c. List of Bills: Ms. Cooper

January 2021 Budgetary Account Bills	\$ 275,445.26
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On motion of Ms. Izzo, seconded by Ms. Kirsch, the bills were approved for payment.

9. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch read the 2021 QPA Resolution:

a. 2021 QPA Resolution

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJSA 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2021 for the Johnson Public Library.

Moved by: Ms. Kirsch

Seconded by: Ms. Izzo

Date: January 12<sup>th</sup> 2021 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	

Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	absent	
Robin Coles	X	
Councilwoman Von Rudenberg (Mayor's alternate)	X	
Superintendent Robert Sanchez	X	

I hereby certify on this 12<sup>th</sup> day of January 2021 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Johnson Public Library at a meeting held on January 12, 2021.

Cynthia C. L. Ortiz

Cynthia C. L. Ortiz,  
Secretary

b. 2021 Auditor Resolution

Ms. Kirsch read the 2021 Auditor Resolution:

A RESOLUTION AUTHORIZING USE OF WIELKOTZ AND COMPANY LLC (FORMERLY FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.)

**WHEREAS** the Johnson Public Library conducted a search for suitable municipal accountants,

**WHEREAS**, Wielkocz and Company LLC (formerly Ferraioli, Wielkocz, Cerullo & Cuva, P.A.). were found to have high recommendations,

**WHEREAS**, the Johnson Public Library requires a yearly audit of financial accounts,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Johnson Public Library that Wielkocz and Company LLC (formerly Ferraioli, Wielkocz, Cerullo & Cuva, P.A.) be appointed as auditors for the Library for 2021.

Moved by: Ms. Kirsch

seconded by: Mr. Marseglia

Date: January 12, 2021 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Sonia Recarte	absent	
Robin Coles	X	
Councilwoman Von Rudenborg, ( Mayor Alternate)	X	

Superintendent Robert Sanchez	X	
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I hereby certify on this 12th day of January 2021 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 12, 2021.

**Cynthia C. L. Ortiz**

Cynthia C. L. Ortiz,  
Secretary

10. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that Mr. Lombardi and Mr. Schrock, who are doing a fantastic job, filled a couple of large potholes in the parking lot. Hundreds of discarded books were processed and brought to the recycling center. Lights on the high main floor ceiling were replaced. The auditorium floor was buffed and polished, and general maintenance was completed. The team enjoyed decorating the building for the holidays. It looked beautiful adorned with lights and red bows. The library received lots of compliments from patrons and passersby. Otherwise the building is holding its own – we are on the right track doing our maintenance regularly.

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

11. Community Affairs: Ms. Ortiz

Ms. Ortiz read from the January 2021 Press Release.

(See attached.)

12. Librarian's Report: Ms. Cooper

a. Program Highlights

Ms. Cooper asked if anyone had any questions about her report.

Ms. Cooper reported that the library continues to operate on a limited basis, open for holds pick-ups only. Most patrons have been very understanding. She stated, "I keep watching the Governor's recommendations as well as the State's rate of transmission going forward to help us decide when we may be open for more services. In the meantime, the staff is doing a great job helping patrons in physically distanced ways. This is generally a slow time of year for public libraries. I am pleased with our usage numbers, however. We circulated over

51,000 physical items and over 27,000 electronic items. The eCirc is particularly impressive; it nearly doubled from last year. In addition, we were able to get creative about ways to offer programming. The staff created and distributed nearly 1200 craft kits for folks to follow along with programs at home. I'm attaching a summary document with some of the year's statistics and will continue to add to it as more become available. I think that all of us are glad to see 2020 come to an end and look forward to serving patrons in a more typical way sometime this year. The star of our digital programming would have to be "Open Mic" it is attended by people from all over the world. We had to cut off registration because we had so many people wanting to register. The off shoot of that is the "Tell a Story" program where people have to tell a true story in five minutes or less. Also our children's and teen's programming has been going very well.

Keep in mind that all of our pre-recorded programming has to be edited, processed and buffed up to look good. Genesis is the person who does that. The staff has done a bang up job. I think when we are fully open again; maybe we should consider hiring someone to do digital programming for patrons who are home bound."

Laura Kirsch, Esq, was re-appointed to the Board of Trustees with a five-year term (please see page 76 of adopted resolutions from the December 22nd City Council meeting). We are thankful for her continued commitment to the library.

Two of our staff, Ms. Ferreire and Mr. Godbolt, have both graduated with their Library Science degrees! Congratulations to them both.

b. Statistical summary and infographic

Ms. Cooper reported:

"I included the statistical 2020 Overview which was created by Genesis Jais in the packet.

I hope all of you had a chance to look at it. Obviously the numbers looks a lot different from 2019 which was a huge year for us. It would be like comparing apples and oranges.

I just want to point out a couple of specifics - digital programs offered – 528 for the year, activity kits distributed 1,197, and instances of one-on-one support 11,669.

We were able to boost our Wi-Fi and make it available in the parking lot, and had over 20,000 sessions logged in during this year.

Our social media reached a large part of the community, over 98 thousand viewed our posts and over 13 thousand minutes were viewed by 28 thousand people.

We also had 620 people apply for library cards this year.”

The numbers may be different from last year, but the library has done a great job of serving our community and Ms. Cooper wanted to thank the staff for their patience, their willingness to adapt and a job well done.

Ms. Flynn said she wanted to thank the library staff for all their hard work during the past year.

13. Old Business

No report

14. New Business

a. BCCLS Bylaws

Ms. Cooper said the library is in compliance with the BCCLS By-Laws and Ms. Flynn will sign the “Certification of Agreement”. Ms. Cooper will forward it to the BCCLS office.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved the action.

b. Trustee contact information

Ms. Cooper asked if anyone had any corrections to the 2021 Trustee Contact List.

Ms. Ortiz asked that the school phone number be removed from her contact information.

Ms. Cooper said if anyone has a change in their contact information, they can email the changes to her.

15. Closed Session

On motion of Ms. Kirsch, seconded by Mr. Sanchez, the Board moved into Closed Session at 5:04 p.m. pursuant to the provisions of the “Open Public Meeting Act”.

16. Adjournment

On motion of Ms. Izzo, seconded by Ms. Coles, the meeting was adjourned at 5:40 p.m.

Respectfully submitted

Cynthia L.C. Ortiz  
Secretary

## Minutes Closed Session-1/12/2021

### 15. Closed Session

The Board discussed the 2021 budget and a possible capital campaign.

On motion of Ms. Kirsch, seconded by Mr. Sanchez, the Board moved out of Closed Session at 5:35 p.m.