

The Johnson Public Library Board of Trustees held their meeting via Zoom on Tuesday, February 16, 2021. The meeting was called to order at 3:30 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Ms. Kristi Izzo
Mr. Anthony Marseglia
Laura Kirsch, Esq.

Also Present

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

Not Present

Ms. Cindi Ortiz
Ms. Robin Coles
Ms. Sonia Recarte
Ms. Stephanie Von Rudenborg, Council Liaison
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, January 12, 2021

On motion of Mr. Marseglia, seconded by Ms. Izzo, the minutes of the January 12, 2021 Board meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

<u>a. Report: Ms. Kirsch</u>	<u>January 31, 2021</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$314,487.28	\$314,487.28
Disbursements	\$170,968.94	\$170,968.94
Cash balance January 31, 2021		\$143,518.34
	January 2021	
Capital Account:		
Income:		\$ 5.18
Disbursements		<u>0.00</u>
Cash balance January 31, 2021		\$30,607.02
	January 2021	
Donation Account:		
Income:		\$ 00.22
Disbursements:		<u>00.00</u>
Cash balance January 31, 2021		\$ 1,311.66
	January 2021	
Paver Account:		
Income:		\$ 1.38
Disbursements:		<u>00.00</u>
Cash balance January 31, 2021		\$ 8,159.73

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

b. List of Bills: Ms. Cooper

February 2021 Budgetary Account Bills	\$236,902.32
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On motion of Ms. Kirsch, seconded by Ms. Izzo, the bills were approved for payment.

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said you all received a copy of the email from the City indicating our first amount was incorrect and that they have made it up. Going forward the amount will be the same, based on last year's appropriation, until they pass the budget.

Ms. Kirsch stated that are really going to have to see where we go and what the council does with the budget.

Ms. Izzo asked if there was any indication as to when that information would be available.

Ms. Kirsch said it is possible the budget could be passed in March or April, but it takes some time before it is final. We will keep watching, but we will just have to see. If we get hit really hard, we are - one going to have to let the public know and we are going to have some hard choices to make as I have discussed with the Board previously. Hopefully it is not going to come to something drastic, but we will have to see where we are.

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

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that Mr. Lombardi and Mr. Schrock have been busy around the building with multiple projects. We have had bed bug and elevator inspections which were both ok. There were repairs to our exterior lights and plumbing repairs to our ladies' staff restroom. We are working to replace a master clock for the building, which runs all the other clocks, but not the big clock. It needs to be returned to the manufacturer. We installed three large paintings in the gallery with our new FDU partnership program "Creative Café." Maintenance has taken over 2,000 old discarded books to be recycled. We are working on getting rid of New Jersey and Federal materials and clearing the space so hopefully with our renovation it can be used for something else. Mr. Lombardi and Mr. Schrock supervised our snow removal/salt contractor during each incident of winter weather.

Ms. Izzo asked if the library has a company to do our snow removal.

Ms. Cooper said yes, we use the contractor she hired when she first became Director that replaced a previous more expensive contractor. Our current contractor has three tiers of cost and a separate cost for salting. If it is less than two inches our maintenance men handle the removal.

Ms. Kirsch said that she and Ms. Cooper have slowly been going through the

library contracts and where possible look for other contractors or contracts that can provide better service for a lesser rate.

Ms. Cooper said she and Ms. Kirsch also contracted with the company that maintains the tower clock. The contract calls for periodic inspections and provides for preventative maintenance at a reasonable cost.

Ms. Cooper and Ms. Kirsch agree that reviewing the contracts has resulted in savings for the library.

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

8. Community Affairs: Ms. Cooper

Ms. Cooper read the two press releases for February 2021.
(See attached)

9. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions about my report as written.

a. Overview of Director's Report

A couple of highlights, Keri Adams and Liz Kennedy presented on an NJLA panel called PR/Marketing Spotlight. Their 2019 summer brochure won an award in 2020. They did a beautiful job on the teen summer brochure and talked about how they changed their marketing. They had 70 people at the zoom event.

I sent all of you the "World Read Aloud Day" video which was really fun, full credit to Mari Zigas and Genesis Jais and all the staff that read. Mari Zigas coordinated and Genesis Jais did all the editing. "Open Mic" continues to be a great success, Cathy Folk-Pushee is doing a great job in programming, but "Open Mic" seems to be the number one hit. I have been in touch with Rose Hadyka from the recreation department to possibly partner on senior programming to be shown on the public access channel. They are looking to do programming especially for seniors who do not have access to zoom or regular digital programming. We have some great programs that are already recorded and ready to roll which we could share. It would be a benefit for both the city and the library.

Additional programs I am working on include; updating and expansion of the strategic plan, waiting for more information about the second round application

window for the NJ Library Construction Bond Act and preparing statistics for the State Survey.

b. WeLoveJPL/Library Lover's Month

February is National Library Lover's Month, and we are asked patrons to share feedback with their public officials by filling out the form on our website or by picking up a paper heart in the library and letting them know what the library means to them. We first asked that the messages be sent by email to the city, but after a call from the City Clerk saying the emails were going to spam, we asked to have the emails sent to us and we will deliver them to the City.

So far, we have received over thirty emails and dozens of hearts with several touching messages some of which I have included in my Director's Report.

Ms. Izzo asked, if in the remaining programs for this month have you mentioned to the staff to remind people about the campaign?

Ms. Cooper said it is part of a programming script and we have encouraged staff to mention it when helping patrons at the desk or on the phone. I will remind staff again at our staff meeting on Thursday. We also asked the "Friends" to include in their emails. Ms. Jasis is also collecting shorter messages that are on Instagram to be included.

I have to give kudos to Ms. Meeske and Ms. Jais for the great work on the campaign in a very short period of time.

c. Strategic Planning update

Ms. Cooper will meet with the Strategic Planning Committee on Thursday, February 18th.

Mr. Marseglia asked what materials are included in the 51,000 borrowed over the year.

Ms. Cooper said physical materials include cds; dvds; books and audio books. The digital items include audio, ebooks and music.

Ms. Cooper said about 120,000 physical items were borrowed last year so even with being fully closed for a short period and partially open for most of this year that is a very impressive number. Digital borrowing almost doubled. Electronic circulation will mostly stay up once we reopen, it may even increase,

because it is very convenient for patrons. BCCLS is having an ongoing discussion on how to fairly bill each library for this service. Nothing has been decided yet.

10. Old Business

No report

11. New Business

a. Expansion of Services

Ms. Cooper said the rate of transmission has remained under 1, and is currently at .89. With this in mind, Ms. Cooper stated she would like permission to re-open to phase 3 with 30 minute visits with computer use and browsing as of Tuesday, February 23rd at noon. If the rate continues to stay low and nothing is going on in Hackensack in March the next step would be to expand hours slowly, adding back Tuesday and Thursday morning from 9:00 a.m. to 12:00 p.m.

After a discussion and on motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved the re-opening on Tuesday February 23rd at noon.

b. Zoom incident

Ms. Cooper reported that during a Zoom program earlier this month, someone logged in and “zoom bombed” a children’s program with explicit words and images. Ms. Zigas shut it down and immediately contacted the parents and police.

12. Adjournment

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Ann Bowen
Assistant Secretary

