

The Board of Trustees of the Johnson Public Library held their meeting via Zoom on Tuesday, April 13, 2021. The meeting was called to order at 4:30 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Ms. Kristi Izzo
Ms. Cynthia Ortiz
Ms. Laura Kirsch
Mr. Anthony Marseglia
Ms. Robin Coles

Also Present

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

Not Present

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 March 9, 2021

Ms. Kirsch asked Mr. be corrected to Ms. on page 8 line 3 and Ms. Izzo said on page 5 item 10 paragraph 2 the word "range" should be deleted.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the minutes of the March 9, 2021 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>March 31, 2021</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$234,406.50	\$785,190.52
Disbursements	\$155,633.51	\$491,957.94
Cash balance March 31, 2021		\$293,232.58
	March 2021	
Capital Account:		
Income:		\$ 4.70
Disbursements		<u>0.00</u>
Cash balance March 31, 2021		\$ 30,616.92
	March 2021	
Donation Account:		
Income:		00.20
Disbursements:		<u>00.00</u>
Cash balance March 31, 2021		1,312.08
	March 2021	
Paver Account:		
Income:		\$ 1.25

Disbursements:	<u>00.00</u>
Cash balance March 31, 2021	\$ 8,162.37

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

b. List of Bills

April 2021 Budgetary Bills - \$348,622.71

Included in the list of bills is our first medical payment for the year of \$166,637.02 for the 3rd quarter of 2020.

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

6. Budget and Finance Committee: Ms. Kirsch

a. 2021 Municipal Budget

Ms. Kirsch said good news is the City Council will give us the same amount as last year for our 2021 appropriation. We have been careful with our spending but as costs go up we will need to continue. Hopefully Covid will end and we can get back to normal. Hopefully we can get some grants to provide additional funding.

Ms. Kirsch thanked Ms. Von Rudenberg for advocating for the library.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said first - the NJ Construction Bond Act, as you know we were not funded. They took the top twelve based on a scoring system by evaluators, we came in just under the cut - we are so close. She continues, "Ms. Cooper and I had a call with Mr. Iovino who had some excellent suggestions. We are actually going to increase the ask by 10% as construction costs are going up. We are going to look through the submission that we did last time and beef up the areas where we did not get a three or higher. This will help us move up the scale. Mr. Iovino also suggested including photos with the plan to show a before and after. Ms. Cooper is looking into hiring a photographer. The photos will also be used for publicity."

Mr. Lombardi and Mr. Schrock are working hard to clear the 700 Room, the walls will need some repairs and repainting, but the carpet is ok just needs to be shampooed. Ms. Cooper is getting a quote for lighting and looking for a hanging system to turn the room into a usable space. As you recall with the construction budget we were looking into adding glass doors to turn the space into a meeting room.

The cleaning continues with Mr. Lombardi and Mr. Schrock cleaning inside and outside, as there is a lot of construction so a lot to clean up. The Bed-bug Dog was here and we are all clear. The electric door counters are now working. We had the clocks fixed and are now working. We are slowly cleaning out the depository area so hopefully when a grant comes through we can turn that area into a usable space.

AARP has put out a “Community Challenge” grant. The “Friends” as 501C3 are eligible to apply for it. The grant money will be used to fund the opening of the lawn, to pay for the benches, tables and signage. We are applying for \$8,000 hopefully it will come through. Ms. Kirsch said Ms. Cooper, Ms. Meeske and Mr. Kirsch all helped with the application. The grant has to be filed by Wednesday April 14th. Hopefully we will get it.

Ms. Cooper said the “Friends” have granted the library \$1,500 to purchase audio and visual equipment to use outside which is a huge start.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz read the April 2021 Release.

(See attached)

9. Policy Committee: Ms. Ortiz

a. Art Gallery Policy

Ms. Ortiz asked if there were any suggestions or corrections to the draft of the Art Policy included in the packet.

Ms. Kirsch suggested clarifying paragraph 4, and having each artist bring in a summary sheet with their information and the price of the art piece. We

can prepare a take away sheet for interested patrons with this information. Also the word minimum should be added before the suggested 10% donation.

Mr. Marseglia said in paragraph 1 “bring in” should be corrected to “submitted” and asked if 10% should be mentioned in two places.

Ms. Izzo said once in either the beginning or the end.

After a discussion it was decided that mention of the 10% donation would be more effective at the end and “minimum” should be included in the statement.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Art Policy was approved as corrected.

10. Strategic Planning Committee: Ms. Izzo

Ms. Izzo thanked all who worked on the plan - Ms. Cooper for her hard work, Ms. Jais who did a great making the plan beautiful and the committee - Ms. Coles and Ms. Recarte for all their help.

The “Action Plan” objectives are from our existing strategic plan. Ms. Cooper joined up with the committee to discuss the focus for 2022.

Ms. Izzo asked to have a period placed after objectives 3 and 4.

On motion of Ms. Coles, seconded by Ms. Kirsch, the “Action Plan” for 2022 was approved.

11. Librarian’s Report: Ms. Cooper

a. Overview of Director’s Report

Ms. Cooper asked if there were any questions about the report.

Ms. Cooper said the staff is continuing to do a great job. Mr. Lombardi and Mr. Schrock are working in the 700 Room; all of the center stacks have been removed. If they can be used elsewhere we will keep them, otherwise they will be offered to other libraries. The stacks that were attached to the walls

will be discarded. One set was cut into the sheetrock, so that wall will need to be repaired. The carpet underneath the stacks is in good condition and only needs to be cleaned.

An electrician is coming to do repairs; when we repair lighting we always replace the old bulbs with LED lights which are cost effective and more durable. Ms. Cooper stated, "I am getting a quote for gallery-style lighting for the space, the LED lights will be on a separate switch and dimmable. The final step is to get prices for a gallery system to hang art. The present system is very simple. We can find something which will be more attractive and easier to use. Even if we don't get a grant a lot of the work is mostly done and turning the space into a media room will not be a problem."

Ms. Cooper reported that she just became aware of a Department of Labor grant which will open in July. It is mostly for ESL training which we already do. If we got the grant it would fund two part time positions to assist Ms. Ferreire and allow us to offer more classes. It would also pay for equipment which would allow us to purchase a smart board that we could install and use for other things besides ESL instruction.

As far as library operations go, we have updated all our air filters and have on hand a year's supply of the Merv-13 filters. A draft of the city budget has been published and there will be a public meeting via Zoom on Tuesday April 20th if anyone would like to attend. Our 2021 appropriation has not been changed from 2020, but I will attend the meeting in case anyone has questions about the library. I would also like to thank Ms. Von Rudenburg for her hard work advocating for the library. We did not expand our hours because the Covid numbers were not good, but they have improved and I plan to open on Tuesday and Thursday mornings starting next Tuesday, April 20th.

Ms. Cooper stated, "I am very busy working on the NJ Construction Bond Act and will look at the narrative again focusing on the areas where we can increase our scores. We did a really good job the first time; we were really close and have a good chance of being funded this time around. The photographer I hire will also take general pictures of the building that can be used for publicity. I sent you all a copy of the Cares mini Grant. The Grant for up to \$10,000, can be used to put together activity kits that will circulate with programming that goes along with that. I am on some BCCLS committees that are doing exciting work with program planning for Spring

and Fall for staff, Trustees and the public. I want to thank the staff for all their hard work, programming is great, circulation is picking up, and our electronics circulation remain high.”

Ms. Izzo suggested since there is a photographer coming in Ms. Cooper should have her picture taken for the library.

Ms. Cooper agreed.

12. Old Business

No report

13. New Business

a. CARES grant application

Ms. Cooper said the Cares grant application needed to be approved.

On motion of Ms. Ortiz, seconded by Mr. Marseglia, the Cares grant application was approved.

b. Friends AARP grant

Ms. Cooper said she would like to thank the “Friends” especially Ms. Meeske and Mr. Kirsch who worked very hard to complete the AARP grant which had a very tight turn-around time. The grant is meant to be used to rehabilitate public spaces and is perfect for our project.

c. CDC Travel guidelines

Ms. Cooper said that the CDC has new Covid guidelines which state that fully vaccinated people do not need to quarantine after traveling.

d. Date of June meeting

Ms. Cooper asked the Trustees to reschedule the June Board Meeting from the 8th to the 15th of June.

The Board members stated they would contact Ms. Cooper if that would be problematic.

Ms. Cooper asked the Board to approve allowing the staff to carry their accrued 2020 vacation leave from June 30th to December 31, 2021.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Board approved allowing the staff to carry their accrued 2020 leave to December 31, 2021.

Ms. Cooper said as the rate of Covid transmission is now under one, she plans to expand the library hours and open on Tuesday and Thursday mornings at 9:00 a.m. starting April 20th.

A federal grant is available that has a huge amount of money for public libraries. The grant information was forwarded to all of you. Under the category we qualify for it would allow us to request up to \$200,000 to expand services. She explained, "I thought, library by mail, with the grant covering hiring a full time coordinator with their salary and benefits. Since equipment and supplies can only be a percentage of the request – about 20%, our request would not be that substantial, maybe between \$50,000 and \$100,000." Ms. Cooper asked the Trustees if anyone one would like to work with her brainstorming on what additional services we might want to include in our request. The grant has a tight turn around time, it is due the middle of May, so anyone who would like to review the criteria please let her know.

Ms. Izzo, Ms. Ortiz and Ms. Flynn agreed to help.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:23 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary