

The Board of Trustees of the Johnson Public Library held their meeting in the Board Room of the Library and via Zoom on Tuesday June 15, 2021. The meeting was called to order at 4:30 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Mr. Anthony Marseglia
Ms. Cynthia Ortiz
Ms. Laura Kirsch
Ms. Sonia Recarte

Also Present

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

Not Present

Ms. Kristi Izzo
Ms. Robin Coles
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 also
4. One copy sent to the Record

3. Approval of the Minutes of the Board of Trustees Meeting May 11, 2021

Ms. Kirsch said on page 3 item 6b the amount of \$50,000 is incorrect, it should be \$15,000 and on page 7 item 13a 3rd paragraph it should be Ms. not Mr. Cooper.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the minutes were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>May 31, 2021</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$236,190.15	\$1,255,260.55
Disbursements	\$156,939.00	\$1,062,685.29
Cash balance May 31, 2021		\$ 192,584.26
	May 2021	
Capital Account:		
Income:		2.52
Disbursements		<u>0.00</u>
Cash balance May 31, 2021		\$ 30,624.64
	May 2021	
Donation Account:		
Income:		50.11
Disbursements:		<u>00.00</u>
Cash balance May 31, 2021		\$ 1,362.41
	May2021	
Paver Account:		
Income:		.69
Disbursements:		<u>90.00</u>
Cash balance May 31, 2021		\$ 8,229.45

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

b. List of Bills

June 2021 Budgetary Bills - \$ 323,714.46
May 2021 Paver Account Bill - 90.00

Ms. Cooper said the June Budget Account total of \$323,714.46 includes the 2020 4th quarter medical bill of \$171,092.34. This is the second medical payment this year.

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said, as you know, the City kept our budget flat. I discussed this with Ms. Cooper and we reworked the numbers and have an interim budget. In December we will adjust the lines as necessary and will approve a final budget. Right now we are doing ok, holding the line, moving forward.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that the “Friends” are expecting to hear about their challenge grant request because according to the “AARP” website a decision will be made sometime in June. The request of over \$8,000 will be used to purchase tables, signage, garbage cans and some landscaping. Ms. Kirsch said she will inform Ms. Cooper as soon as she knows what has been decided.

Ms. Kirsch reported that Mardel is working on the electrical in the 700 Room and should finish next week. At that point we can go on to the painting and flooring. We might want to look into the cost of adding glass doors to the room to be able to use it for a study and meeting room.

Ms. Kirsch asked if the shelving removed from the 700’s Room was stand alone? If so, could we hold on to it to use on an interim basis in the teen space as shelving is very expensive and we do not need to buy furniture immediately.

Ms. Cooper said the shelving is not compatible and would not work with the layout of the new room. Ms. Kirsch asked if the shelving could be repurposed.

Ms. Cooper said not really, but putting up glass doors now is a good idea. She said it was suggested to her that sometimes glazing unions will volunteer and donate their time for non-profits, so she will check into that.

Ms. Kirsch reported that the Fire Department came and checked our fire extinguishers – we are ok; we had maintenance done on the van; we do not have bed bugs and our security system has been inspected and is working properly. Mr. Lombardi and Mr. Schrock are doing a great job, they love the building and it shows. They are continuing to consolidate and remove junk. Ms. Jais and Ms. Meeske are happy in their new space.

The Children's Room looks great with new tables and chairs. The toys and the bean bags have not been put out yet.

8. Personnel Committee: Mr. Marseglia

a. Resignations of Brittany Wyche and Eileen Layman

Mr. Marseglia reported that letters were received from two employees who are resigning:

Ms. Eileen Layman, Reference Librarian, retired as of May 19, 2021.

Ms. Brittany Wyche, Librarian Assistant, in the Circulation Department resigned as of May 17, 2021.

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

9. Community Affairs: Ms. Ortiz

Ms. Ortiz read from the May 2021 Press Release.

(See attached)

10. Librarian's Report: Ms. Cooper

a. Overview of Director's Report

Ms. Cooper asked if there were any questions regarding the Director's report.

b. Phase Four service expansion update

Ms. Cooper reported that we continue to be fairly busy. We expanded our services again on June 7th, added seating on the main floor as well as some computers and seating in the Children's Department. We did not add seating in the lower level, but expanded walk-in service. We increased the 30 minute stay to 60 minutes and extended the time allowed on the computers. We will probably drop the 60 minute time frame next.

Last month we circulated over 6,000 items; plus our electronic circulation was over 2,000. All our programs are pretty well attended. Last month we held an "Open Mic" on the lawn with 20 to 25 people in attendance and people on "Zoom" also participating, it was a great event. We purchased a large TV and had it and speakers set-up on the lawn. Full credit goes to Ms. Jais and Ms. Folk-Pushee for that and to Mr. Lombardi our "MC". We had a lot of positive feedback; the only comment was it got dark before the program ended.

Ms. Kirsch said she thought we had exterior lighting.

Ms. Cooper said there is some lighting, but it goes up not down and does not light the lawn.

Ms. Kirsch suggested talking to the electrician about the getting an estimate for exterior lighting.

Ms. Cooper said she had an exterior outlet installed by Mardel Electric to replace the many extension cords that were being used. The outlet is working very well.

c. Summer Brochures

Ms. Cooper wanted to highlight one thing the staff is working on this summer – printed brochures for all summer reading programs. The adult

brochures had been shipped, but no copies are available yet. Ms. Cooper did have copies to show of the teen and children's brochures. Ms. Cooper felt that it would be a great idea to have printed brochures for our summer reading programs after seeing a brochure Ms. Adams created two years ago for her teen summer reading program which won an award. The brochures are expensive, but we did not spend our entire programming budget last year so we had some additional funds available. This is something we should do, maybe on a quarterly basis. On the back page there is a QR code which can be scanned to get library information; it can be updated at any time to include the most current information. Each department prepared the content for the brochure, but Ms. Jais and Ms. Meeske did the design. This is the way to go, better than the printed calendars. We ordered 3500 hundred of the children's brochures to send to the schools, but less of the teen and adult ones. The adult brochures will be handed out in the library and at all library events. I think the brochures are very well done and a great idea. The brochures are fully bilingual; the Spanish and English are identical. The translations were done by Ms. Gomez, Ms. Ferreire and Ms. Cepeda.

Ms. Cooper reported that we are working with the Hackensack Art Club to do a big show for them, probably in November. It will be our first big show to be held in both the original gallery space and the 700's room so I would like to plan a gallery reception for the event. Your permission will be needed to apply for a "social use permit" which costs about \$100 to \$150 for one day to serve beer and wine. We will try for donations for the event from local companies such as "Hackensack Brewing; Elementary and Total Wines". The reception would be held after library hours and anyone attending must be over 21.

The library had many nice displays this month for "Pride Month."

Mr. Lombardi and Mr. Schrock are working hard to finish the 700 Room.

11. Old Business

No report

12. New Business

a. Recording agreement

Ms. Cooper said one of the partner programs we are doing is with Fairleigh Dickinson University called “Creative Café”. Ms. Folk-Pushee, Mr. Lombardi and Ms. Meeske are working on this. We are recording the artists who participate in the program and a question has come up about having a formal signed agreement about their being recorded. In general we do have signs up that say you are being recorded.

Ms. Kirsch asked how the artists are recruited and if there is some agreement with FDU. If there is, you could add “by participating you agree to be recorded” to the agreement. You do not need a formal document, if there is something already in place.

Ms. Cooper will check to see if there is some type of agreement with FDU.

Ms. Kirsch asked Ms. Cooper to send her a copy of the agreement if there is one.

Ms. Cooper is planning to open up to more programming after Labor Day. Anyone asking about room rentals is informed that nothing is available until then. That could change if in the next month we feel things are better, as we could vote to increase services. We will be hiring more part time staff as we open more hours to replace the two people who left. The staff is continuing to do a good job and have had no major issues with the patrons over wearing masks while in the library.

Ms. Flynn asked if we should consider putting glass doors on the reading room.

Ms. Kirsch said that was not included in the architectural plans, but we can look into it.

Mr. Marseglia asked “are we trying to get donations for the doors”.

Ms. Cooper said she is working on it.

Ms. Cooper is on the Financial and Executive Boards for BCCLS and the Bergen County Workforce Development Board which meets quarterly.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Recarte, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Ms. Cynthia L. C. Ortiz
Secretary