

The Board of Trustees of the Johnson Public Library held their meeting via Zoom on Tuesday, May 11, 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

Ex-Officio

Mr. Robert Sanchez, Supt. of Schools

Also Present

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

Not Present

Ms. Robin Coles
Ms. Sonia Recarte
Ms. Stephanie Von Rudenborg, Council Liaison

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 April 13, 2021

Ms. Kirsch asked that Mr. be corrected to Ms. on page 8 line 3. 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 April 13, 2021 Board minutes were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April 30, 2021</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$233,888.88	\$1,019,079.40
Disbursements	\$413,788.35	\$ 905,746.29
Cash balance April 30, 2021		\$ 113,333.11
April 2021		
Capital Account:		
Income:		\$ 5.20
Disbursements		<u>0.00</u>
Cash balance April 30, 2021		\$ 30,622.12
April 2021		
Donation Account:		
Income:		00.22
Disbursements:		<u>00.00</u>
Cash balance April 30, 2021		1,312.30
April 2021		
Paver Account:		
Income:		\$ 1.39
Disbursements:		<u>45.00</u>
Cash balance April 30, 2021		\$ 8,318.76

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

b. List of Bills

May 2021 Budgetary Bills - \$160,431.51
April Paver Account Bill - \$45.00

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are holding our own, we will be careful throughout the year, but we will spend some money. Ms. Cooper is getting estimates for the 700 Room for painting, replacing the carpeting - which was recommended by Brothers carpeting, and doing some drywall work. Ms. Cooper has purchased a gallery hanging system and we will need lighting. At the end of the day it will be about \$50,000 to spruce up the room. We will use tables we already have so we will not have to buy furniture. It is a very large room with high ceilings making it a very nice gallery space. Hopefully we can enclose the room with glass doors and make it a meeting room.

7. Building and Grounds: Ms. Kirsch

The maintenance team is great, they go above and beyond which makes me happy and I know you also.

They are discarding books for recycling and have cleared the 700 Room; it is now ready for painting, flooring and lighting. Some toilets have been repaired, some electrical work has been done including an outside outlet by the lawn area for outside programming - thanks to Ms. Cooper for that. We have been doing regular maintenance - opening up systems. The irrigation has been taken care of, the sprinklers are working and the lawn looks good. We are waiting to hear on the AARP Grant, it should be June. Once we hear we are getting the grant we can start doing what we need to do so we will keep you posted on that. We have done the spraying for insects with organic products which are safe. The building is in good shape and slowly we have done a lot to reclaim space in the building. There is a lot of space in the

building that has never been properly utilized, but now we are using the PR Room, which is lovely, and fixing the 700 Room, so slowly we are making progress.

Ms. Izzo commented that fixing the 700 Room is cheaper than building a new room.

Ms. Cooper thanked the Board for supporting doing the work before we opened again to the public.

8. Personnel Committee: Mr. Marseglia

a. Resignation of Daniel Shen effective May 1st

Mr. Marseglia reported a very nice letter was received from Daniel Shen, Library Assistant, officially resigning as of May 1, 2021 to return to school.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel action was approved.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz read from the May 2021 Press Release.

(See attached)

10. Policy Committee: Ms. Ortiz

a. Meeting room policy

Ms. Ortiz said the “Meeting Room Policy” contained the corrections requested at the last Board meeting and if there were no exceptions to the policy now she asked it be approved.

Ms. Kirsch said she had an issue with the last sentence which stated the terms of this policy could be waived at the discretion of the Director.

Ms. Cooper said the purpose of that statement was to prevent the need to wait a month to approve a cancellation of a charge to book a meeting room.

Mr. Marseglia said writing it into the Policy is giving permission.

Ms. Kirsch said applications have to be submitted 30 days in advance anyway, but if the Board has no problem with the statement it's fine.

On motion of Ms. Izzo, seconded by Mr. Marseglia, the Board approved the "Meeting Room Policy" as presented.

11. Librarian's Report: Ms. Cooper

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

a. Overview of Director's Report

Ms. Cooper said there is a lot going on, programming is back and lawn programming was added as a separate category. Last month we had 138 people at our lawn programs and we will be doing more in the future. Hopefully we will receive the "AARP" grant and will be adding furniture, either way we will be using the lawn more and more. We have sprayed for insects -the original company we had was charging \$200 a week, so I contacted Stern Environmental, who do our preventive indoor maintenance. They use all natural products and will spray twice a year in the spring and summer for \$250 an application which last for three months.

The staff is doing an amazing job with programs. We are trouble shooting the layouts for the technical setups for lawn programs. We would like to have two or three difference configurations so when staff is scheduling programs on our online calendar, maintenance will be aware of what setups will be needed and when. This something we have done for interior room reservations in the past.

Mr. Lombardi and Mr. Schrock are doing a great job, getting a lot done and helping complete the 700 Room project.

b. BCCLS service dates

BCCLS eliminated the 72 hour hold on materials as of Monday, May 10th. This means a faster turnaround time for materials borrowed from other libraries and allows hold pickups at any library, not just the home library.

c. Committee work report

All BCCLs committees are busy getting ready for next fiscal year.

Ms. Cooper said she is on the BCCLS Executive Board which is working on restoring services as the libraries transfer to a more normal life, as well as the Finance Committee. The Finance Committee's initial meeting is the end of this month and the biggest on-going conversation will be whether e-bccls should be a mandated or optional service. If optional, the service might not be sustainable, which is why I would recommend it be mandated. The cost of this service is based on population which impacts the larger libraries so BCCLS is trying to figure out if a bill for use of service or some other way would work better. I am also on the Library Administration Management and Personnel (LAMP) committee and was a panelist at their workshop for new professionals. Ms. Cepeda also participated.

Ms. Cooper said there were issues with the logon when applying for the federal grant. We have been advised that the deadline might be extended because of the issues. We are waiting to see what happens.

Ms. Cooper presented the resolution for the construction grant and asked it be approved today. The resolution will be on the docket for City's May 18th meeting. Once the City approves the application we can submit it. I have been working on the narrative as the criteria have changed. The state now has four priorities and we were able to choose five. I choose the five that we had a four or five to bolster our score. The narrative is almost done. We have the updated construction figures and added 10% to cover the increase in costs. I am waiting on the schematics and photographs, the photographs show the library's current condition, especially of the lower level which is so dated. The application is due June 4th, but I will submit it by the end of next week before I leave on vacation.

Ms. Izzo asked if it was Mr. Iovino suggestion that we submit the grant basically the same, as at one time we had discussed a pared down version.

Ms. Cooper said, Mr. Iovino thinks that we have a very strong application. The OPRA score card showed that we had a very strong application, that's why we were surprised that we scored low in two criteria in the original application. I added more data to the narrative including the lawn opening and images of the building, which was Mr. Iovino's suggestion. Finally we applied for the "Cares Act" grant, but we did not get it. I e-mailed the State

Librarian and asked why we didn't get it. She said there would be additional grants in a couple of weeks and to apply again. She also said that they are examining how grant money is awarded, as it seems it isn't based on economic need. There will be more grant money starting in July the new fiscal year, including federal money. I am excited about the construction grant and hope we are successful this time.

I appreciate everyone's support.

Ms. Flynn said we all appreciate the body of work Ms. Cooper has accomplished.

12. Old Business

a. Date of June meeting

On motion of Ms. Ortiz, seconded by Mr. Sanchez, the June 8th Board meeting will be moved to Tuesday June 15, 2021 at 4:30 p.m. and will be in person and also via Zoom.

13. New Business

a. Expansion of services – Phase Four

Mr. Cooper is proposing to begin phase four since the rate of Covid transmission has dropped. As of June 7th, the library will be open from 9:00a.m. to 8:00 p.m. Monday and Wednesday. We will be reintroducing a small number, 4 or 5, of the children's computers; there will be some limited social distanced public seating with additional seating in the 700 Room; 60 minute visits will be allowed; and we will upgrade the air filtration.

There are some questions I need you to answer - we have not been charging for printing or copying for over a year and I think it is time to stop.

My goal is to open nine to nine with a full day on Saturday after Labor Day. I think it will be safe by then, if we run into any snags we can troubleshoot.

Ms. Cooper asked if anyone has any concerns or questions.

Ms. Cooper said she would like a resolution to open Monday June 7th expanding our hours 9:00 a.m. to 8:00 p.m. Monday and Wednesday; allowing 60 minute visits; physically distanced seating, probably two chairs

at a table; adding back in some children's computers; and to begin charging for copying and printing. Our goal will be to resume all services after Labor Day. I am still keeping the lower level by appointment only; it is an easier way to control people in the building.

Ms. Izzo asked if there would be no indoor programming until after Labor Day.

Ms. Cooper said I am not comfortable doing indoor programming yet, so my goal is after Labor Day unless things change.

On motion of Ms. Izzo, seconded by Ms. Ortiz, the Board approved Ms. Cooper's proposal to open Monday June 7th as stated.

b. Delayed opening for staff meeting on May 19th

Ms. Cooper said she would like to delay opening to the public on Wednesday, May 19th until 11:00 a.m. for time to meet with the entire staff to discuss the planned expansion of library services.

On motion of Mr. Marseglia, seconded by Mr. Sanchez, the Board approved the delayed opening.

c. Resolution for grant application

Ms. Cooper asked the Board to approve the application for the "New Jersey Library Construction Bond Act".

On motion of Ms. Kirsch, seconded Mr. Marseglia, the application was approved.

"The city of Hackensack and the Johnson Public Library hereby certify that permission has been granted to apply for the project entitled the New Jersey Library Construction Bond Act, in the amount of:

\$1,866,100

The filing of this application was authorized at the official meeting of the governing body of the Library held on May 11, 2021.

Signature

Certification Signature

Linda Flynn, President

Kristi Izzo, Vice-President

Date

Date

Ms. Cooper announced that Ms. Gladys Cepeda was awarded her second BCCLS scholarship.

Ms. Cooper said she will leave on vacation Thursday May 20th and will be back Friday June 4th.

14. Adjournment

On motion of Ms. Ortiz, seconded by Mr. Sanchez, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary