

The Board of Trustees of the Johnson Public Library held their meeting in the Board Room of the Library and via Zoom on Tuesday, September 14, 2021. The meeting was called to order at 4:35 p.m.

1. Roll Call

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

Also Present

Ms. Tara Cooper, Director
Mrs. Ann Bowen, Principal Account Clerk
Ms. Genesis Jais, Librarian
Ms. Gladys Cepeda, Library Associate
Ms. Maria Gomez, Bi-Lingual Associate

Not Present

Ms. Sonia Recarte
Ms. Robin Coles
Ms. Stephanie Von Rudenberg, 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 June 15, 2021

On motion of Mr. Marseglia, seconded by Ms. Ortiz, Ms. Izzo abstaining, the minutes of the June 15, 2021 Board Meeting were approved.

4. Public Comment

No Report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>Month</u>	<u>Year-to-Date</u>
Operating Account	<u>June 2021</u>	
Income:	\$233,694.39	\$1,488,963.94
Disbursements:	\$331,470.12	<u>1,394,155.41</u>
Cash balance as of June 30, 2021		\$ 94,808.53
Capital Account:		
Income:	June 2021	\$ 2.60
Disbursements:		<u>0.00</u>
Cash balance as of June 30, 2021		\$30,627.24
Donation Account:		
Income:	June 2021	.11
Disbursements:		<u>0.00</u>
Cash balance: June 30, 2021		\$ 1,362.54
Paver Account:		
Income:	June 2021	\$ 100.70
Disbursements:		<u>00.00</u>
Cash balance as of June 30, 2021		\$ 8,330.15

Month

Year-to-Date

July 2021

Operating Account

Income:	\$234,702.11	\$1,577,576.38
Disbursements:	\$181,566.37	<u>\$1,575,721.78</u>
Cash balance as of July 31, 2021		\$ 147,944.27

Capital Account:

Income:	July 2021	\$ 2.52
Disbursements:		<u>00.00</u>
Cash balance as of July 31, 2021		\$ 30,329.76

Donation Account:

Income	July 2021	\$.11
Disbursements:		<u>00.00</u>
Cash balance: July 31, 2021		\$ 2,612.63

Paver Account:

Income:	July 2021	\$.68
Disbursements:		<u>0.00</u>
Cash balance as of July 31, 2021		\$ 8,330.83

August 2021

Operating Account

Income:	\$235,603.25	\$1,959,269.30
Disbursements:	\$171,988.47	<u>1,747,710.25</u>
Cash balance as of August 31, 2021		\$ 211,559.05

August 2021

Capital Account:

Income:		\$ 2.60
Disbursements:		<u>0.00</u>
Cash balance as of August 31, 2021		\$ 30,632.36

August 2021

Donation Account:

Income:	\$.15
Disbursements:		<u>0.00</u>

Cash balance: August 31, 2021 \$ 2,612.78

August 2021

Paver Account:

Income:	\$.71
Disbursements:		<u>.00</u>

Cash balance as of August 31, 2021 \$ 8,331.54

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

b. List of Bills: Ms. Cooper

July Budgetary Account Bills	\$ 258,201.40
August Budgetary Account Bills	171,758.35
September Budgetary Account Bills	149,641.69

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that our finances are doing well with the cash flow good through November. With no extraordinary expenses it has been three years since our reserve has been touched. We will make adjustments to the budget later in the year.

Ms. Kirsch said the “Friends” decided not to go forward with the event they had been planning to hold in the library at this time.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said everyone should take a look at the “700s” Room. The lighting is fantastic, new floors were installed by Brothers Carpet and the walls have been repainted. The first paintings for display will be here on Thursday.

Brothers Carpet is now a state contractor so we need not go out to bid should we need their services.

Mr. Lombardi and Mr. Schrock worked hard this summer on the gallery project and routine maintenance. We will miss Mr. Schrock and have hired a new maintenance worker, Jonathan Gordon, as of August 31. Stern Environmental sprayed for bed bugs. Mr. Lombardi has made repairs as necessary and when Suez Water mistakenly turned our water off he contacted them and handled the situation.

The buzzer downstairs has been removed. One of the clock chimes was not working, “Standard Time Clock and Watch” was called and all the chimes are now working.

a. Lighting grant opportunity: Ms. Izzo

Ms. Izzo researched lighting options and said the state now contracts directly with the local utility companies. For us the program “Direct Install” would be through Public Service our local provider. PSE&G would send a team to do an audit and make recommendations on what would work best for us.

Ms. Izzo said it might be best to wait until we hear about the state grant before making any changes.

Ms. Cooper reported that now all fixtures either new or being repaired are equipped with LED lights.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz read highlights from the July, August and September 2021 Press Releases.

(See attached)

9. Librarian's Report: Ms. Cooper

a. Overview of Director's Report

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

Our August physical circulation was strong, with the increase in our electronic circulation it brings us back to almost normal. The staff did a great job providing a variety of programs this summer for the over 1000 people who attended the programs.

Genesis Jais, Librarian, was accepted in the "BCCLS" Supervisor training which is held at and in partnership with Bergen Community College for four full days.

b. Gallery Space

Ms. Cooper said the gallery space is complete. The first show will be hung this week for display throughout October. Hackensack Art Club will provide a display November and December.

c. Donations

i. Piano

The library has been offered a Baby Grand Piano. The donor will pay for delivery and the first tuning of the piano.

Ms. Cooper will contact the donor to find out more information about the piano.

Ms. Kirsch suggest Ms. Cooper contact the Record to see if they would be interested in doing a piece about the "Gallery".

ii. PayPal donation from Joan Izzo

A donation has been made in honor of Ms. Kristi Izzo by Ms. Joan Izzo.

10. Old Business

No report

11. New Business

a. Expansion of services and hours

i. Ms. Cooper reported the library returned to full hours with the entire building available to the public, as of Tuesday September 7th. Some indoor programming will resume, but we are not taking room reservations yet.

ii. Work From Home will be addressed on a case-by-case basis.

b. Update on lawn

The lawn will not be open to the public yet as we are still doing many programs on the lawn.

The Rotary has shown interest in possibly providing furniture to celebrate their 100th anniversary.

c. Open Public Meetings Act Workshop: Ms. Izzo

Ms. Izzo said she attended a webinar sponsored by the Library Trustee Association listing the requirements that must be met to comply with the “Open Public Meetings Act”.

12. Personnel Committee: Mr. Marseglia

a. Approval of hires

Mr. Marseglia moved the following personnel actions be approved: hired as of July 20th Rosalyn Washington at \$15 per hour: Pamela Mariscal August 4th at \$15 per hour and Jonathan Gordon August 31st at \$18 per hour and that all library staff be paid \$15 per as of October 1st , Ms. Izzo seconded the personnel actions.

b. Closed Session

On motion of Mr. Marseglia ,seconded by Ms. Izzo, the Board moved into Closed Session at 5:20 p.m. pursuant to the provisions of the “Open Public Meetings Act”

13. Adjournment

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Ms. Cynthia L. C. Ortiz
Secretary

CLOSED SESSION – September 14, 2021

Personnel matters were discussed including:

- Changing Maria Gonzalez to full time as of September 20th.
- Roslyn will also become full time upon Ms. Lipinski's retirement in January.
- Ann Bowen will receive salary increase to \$30 per hour
- Genesis Jail will be given title of Head of Department for Technology and will have staff to assist her; she will also receive an increase in salary to \$78,000
- Changes all changes effective October 1 with the exception of Ms. Gomez.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, these personnel matters were approved.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board returned to Open Session at 5:30.