

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library and via Zoom -Tuesday, November 9, 2021. The meeting was called to order at 4:46 p.m.

1. Roll Call

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

Also Present

Ms. Tara Cooper, Director  
Mrs. Ann Bowen, Principal Account Clerk  
Ms. Genesis Duarte, Head of Technology  
Ms. Gladys Cepeda, Library Associate

Not Present

Ms. Cynthia Ortiz  
Ms. Sonia Recarte  
Ms. Stephanie Van 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 October 12, 2021

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the minutes of the October 12, 2021 meeting were approved.

4. Public Comment

No Report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>October</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$371,026.69	\$2,451,712.68
Disbursements:	263,423.96	2,160,190.07
Cash balance as of October 31, 2021		\$291,522.61

October 2021

Capital Account:

Income:	\$	2.52
Disbursements:		<u>0.00</u>
Cash balance as of October 31, 2021		\$30,637.48

October 2021

Donation Account:

Income:		125 .21
Disbursements:		<u>0.00</u>
Cash balance: October 31, 2021		\$ 2,738.21

October 2021

Paver Account:

Income:	\$	.68
Disbursements:		<u>00.00</u>
Cash balance as of October 31, 2021		\$ 8,332.93

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

b. List of Bills: Ms. Cooper

November Budgetary Account Bills

\$441,150.25

Ms. Cooper said the bills are high this month because included in this month's list of bills is the 2021 first quarter medical bill - \$281,068.54 which is our third payment this year.

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are doing pretty well, but we will take some funds from our reserve this month. At some point we will need to discuss the budget for 2022.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said we all saw the new rooms which are great. We are waiting on Mardel to install track lighting for the quiet room, the carpet has been removed and a new floor installed which continues across the center space to the gallery. The curtains were removed and the room was cleaned and painted. We are estimating another \$10,000 in additional expenses, with the renovation for both rooms costing between \$35,000 to \$40,000 dollars.

On behalf of the Board thanks go to Mr. Lombardi and Mr. Gordon for all their hard work in removing shelving and bookcases in the rooms. The books will need to be checked to see what can be salvaged and what should be discarded. Some of the books are valuable and should be behind glass. We will have to decide on whether shelving or cabinets with glass doors would be best.

The Baby Grand Piano is in the Art Gallery and a plaque was placed on the wall expressing our appreciation for the donation. New artwork has been hung for our grand opening on November 11th. Stern Environmental came to check for bed bugs with a new dog who found something, so they will recheck. The copy machine near Reference has been fixed. We have had issues with our

HVAC system and Johnson Controls is on site working to fix the problem. State-Wide has come to help with the repairs.

Mr. Marseglia said the Rotary Club would like to meet to discuss what lawn furniture the library wants as the Rotary's donation to celebrate their 100<sup>th</sup> anniversary. The Trustees discussed the use of the lawn by handicapped individuals and purchasing furniture that would comply with ADA regulations.

8. Community Affairs: Ms. Cooper

Ms. Cooper read highlights from the November 2021 Press Release.

(See attached)

9. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had questions concerning the Director's Report.

a. Overview of Director's Report

Ms. Cooper said that on Monday, November 15<sup>th</sup> she will celebrate her third anniversary at Johnson Public Library.

We are getting back to in-door programming. Haunted Library was a huge success with over 250 participants. We especially thank the children's department Ms. Meeske and Ms. Jais for all their hard work. We are now using the gallery as a meeting/event space and it is going well. Mr. Lombardi, Ms. Folk-Pushee and Ms. Zigas helped hang the art of the 20 artists on the walls. The procurement card is not to be used for travel, so I prepared and distributed a form to be used to request funds in advance.

b. Staff Development Day

We will have longevity awards for five; ten; and fifteen years of service and a "State of the Library" summary. Ms. Joanne Roukens, MLS will present the program "I Love my Library! What the Pandemic has taught us about Customer Service." Most of the cost of the program was covered by a subsidy from the Library Link of NJ. There will be a lunch break; then individual department meetings after which we will set-up for the gallery opening on Friday.

c. Gallery opening event

So far 140 tickets have been given out. The tickets indicate whether or not the person is eligible to have alcohol. Total Wines will supply the beer and wine for the occasion. I ordered fabric tablecloths for the occasion. Ms. Cooper said she will make a short speech at 7:00 p.m. and a young woman, who is a student from Bergen Academy, will provide music at 7:30 p.m. Thanks to Ms. Folk-Pushee, Ms. Meeske, Ms. Jais and Mr. Lombardi for all their help.

10. Personnel Committee: Mr. Marseglia

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the Board moved into Closed Session at 5:24 p.m. pursuant to the provisions of the “Open Public Meeting Act”.

The Board discussed personnel matters.

11. Old Business

No report.

12. New Business

Ms. Sonia Recarte notified Ms. Cooper that she will resign from the Board of Trustees as of December 31, 2021. She has not yet provided a letter of resignation.

Ms. Cooper said if anyone knows of someone they would like to recommend for the Board of Trustees to let her know.

13. Adjournment

On motion of Mr. Marseglia, seconded by Ms. Izzo, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Ms. Tara M. Cooper  
Assistant Secretary

## CLOSED SESSION

The Board discussed personnel matters.

On motion of Ms. Coles, seconded by Ms. Kirsch, the Board returned to Open Session at 5:57 p.m.