

The Board of Trustees of the Johnson Public Library held their meeting via Zoom on Tuesday, October 12, 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. Kristi Izzo
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 September 14, 2021

Ms. Izzo and Mr. Marseglia, requested the personnel actions be deleted from the Closed Session minutes and be included in item 12.- Personnel Committee.

On motion of Ms.Izzo, seconded by Mr. Marseglia, the September 14, 2021 minutes were approved as corrected.

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		
Income:	\$121,416.69	\$2,080,685.99
Disbursements:		
Cash balance as of September 30, 2021		\$183,919.88
September 2021		
Capital Account:		
Income:		\$ 2.60
Disbursements:		<u>0.00</u>
Cash balance as of September 30, 2021		\$30,634.96
September 2021		
Donation Account:		
Income:		.22
Disbursements:		<u>0.00</u>
Cash balance: September 30, 2021		\$ 2,613.00
September 2021		
Paver Account:		
Income:		\$.71
Disbursements:		<u>00.00</u>
Cash balance as of September 30, 2021		\$ 8,332.25

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

b. List of Bills: Ms. Cooper

October Budgetary Account Bills	\$188,040.51
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On motion of Mr. Marseglia, seconded by Ms. Ortiz, the bills were approved for payment.

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch reported that we received our 2020 audit; it was clean with no recommendations or suggestions. Our Per Capita check of \$23,602 was received and deposited in the Budget Account. The 1/3 of a mil amount increased to \$2,070,031 which will increase our city appropriation to \$87,798.

We are doing well so far and have not yet had to transfer any money from reserve accounts.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch said Mr. Lombardi worked with Mr. Gordon in September showing him the opening procedures and daily duties required to keep the library in good shape. September was a busy month with many programs, Mr. Lombardi and Mr. Gordon helped set up for our first art show in the gallery space featuring the art work of Ms. Lisa Marseglia-Moran.. There was a nice turn out – the room will get a lot of use. Our HVAC contractor repaired the A.C. in the administrative office. Stern sprayed the front lawn which was used almost every day including an “Open Mic” program. Our recycling project is ongoing with old periodicals, books and magazines being discarded, which is a major job. In the historical room we are looking into having new flooring installed, painting the room and adding new lighting. Mr. Lombardi and Mr. Gordon are also working on the front property rock garden. The city is providing us with wood chips at no cost.

Ms. Izzo asked what has been done regarding the glass doors.

Ms. Cooper said they are on hold until we hear about the state grant. As of May 28th there was been no additional information available. Hopefully we will hear sometime in the fall.

Mr. Marseglia asked if the library has made any decisions on the furniture for the lawn.

Ms. Kirsch said the list that had been prepared for the AARP Grant can be sent to the Rotary.

Ms. Izzo asked what furniture was included on the list.

Ms. Kirsch said two tables, an additional bench and garbage cans.

8. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that Lourdes Marcial notified Ms. Cooper that she will resign as of October 30, 2021.

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

9 Community Affairs: Ms. Ortiz

Ms. Ortiz read highlights from the October 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.

Ms. Cooper pointed out that this is the first time the Director's Report has the statistics in the side by side format since the start of the pandemic. Our circulation has greatly expanded from last year. The gallery is complete and the art show was our first event. The staff is back and planning some indoor events and offering indoor services. We are fairly busy and doing our best to serve the public. The piano will be delivered tomorrow. Its value is estimated to be \$10,000.

b. Gallery opening event – November 12th

Ms. Cooper said this will be a larger event, perhaps over 100 people.

The Hackensack Art club show will feature all 20 artists; all of their information is available on the Club's website - <https://hackensackartclub.com/our-members>. The event scheduled for Friday, November 12th will have music provided by Mr. Matthew Whitaker; a 19 year old resident of Hackensack who is a well-known jazz pianist. Invitations will be sent to the Mayor, Council, Freeholders, Mr. Whitaker's family and members of the Art Club. Free tickets will be issued as space is limited. The "Friends" and the Art Club are donating refreshments for the event. Adult beverages and lite bites will be available. All attendees over the age of 2 will be required to wear a face covering while not actively eating or drinking. Adults over 21 who wish to consume wine or beer will need to present photo identification. She continued, "we will be closed on November 11th for staff development, so the set up can be done in the afternoon. The old front entrance will be open for people to go outside. I will work with Mr. Lombardi on a plan to get the lighting set up on the front lawn and tents if necessary. I plan to have a logistics meeting at some point the week before."

Ms. Kirsch suggested displaying pictures and specifications of the proposed renovations.

11. Old Business

No report

12. New Business

Ms. Cooper said Ms. Sonia Recarte called earlier today to inform her that she plans to resign from the Board as of December 31, 2021.

a. Haunted Library – October 30th

The "Haunted Library" will be held the afternoon/evening of Saturday, October 30th.

Ms. Cooper asked the Board to approve closing the library for a full day on Saturday October 30th and early on Friday October 29th.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Board approved the request.

Ms. Cooper said that Ms. Zigas received over \$2000 in donations to use for the program . Ms. Meeske enlisted sponsorship of the event from the Credit Union and a few local businesses.

b. Staff Development – November 11th

Ms. Cooper said that Ms. Joanne Roukens MLS, will present the program “I Love My Library!” What the Pandemic has taught us About Customer Service. I applied for a subsidy and received \$500 toward the cost of the three hour program from Library Link New Jersey. After lunch there will be department meetings and then we will set up for the gallery event.

c. 2022 Holidays

Ms. Cooper reviewed the 2022 Holiday calendar with the Board.

On motion of Ms. Ortiz, seconded by Ms. Coles, the calendar was approved as presented.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Ms. Cynthia L. C. Ortiz
Secretary

CLOSED SESSION – September 14, 2021

On motion of _____ seconded by _____
The Board moved into Open Session at _____ p.m. The Board discussions
will be made public at the earliest possible date.