

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library and via Zoom -Tuesday, December 14, 2021. The meeting was called to order at 4:40 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Robin Coles
Ms. Sonia Recarte
Ms. Stephanie Van Rudenburg, 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 November 9, 2021

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the minutes of the November 9, 2021 meeting were approved.

4. Public Comment

Rev. Jackson thanked the Board for allowing him to attend the Board meeting.

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>November</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$234,044.60	\$2,685,757.28
Disbursements:	442,397.37	2,602,587.54
Cash balance as of November 30, 2021		83,169.74
November 2021		
Capital Account:		
Income:		2.60
Disbursements:		<u>0.00</u>
Cash balance as of November 30, 2021		\$30,640.08
November 2021		
Donation Account:		
Income:		.23
Disbursements:		<u>9.00</u>
Cash balance: November 30, 2021		\$ 2,747.44
November 2021		
Paver Account:		
Income:		\$.71
Disbursements:		<u>00.00</u>
Cash balance as of November 30, 2021		\$ 8,333.64

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

b. List of Bills: Ms. Cooper

December Budgetary Account Bills	\$445,365.25
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The bills for December include the 2 qtr. medical payment which is our 4th payment to the City for 2021.

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said that basically we have gone three years without transferring funds from our reserve. The costs of repairs and Covid expenses have added up, so we will transfer \$127,000 for our reserve account to our operating account to cover the December bills and first payroll of January 2022. We will still have a balance in the account.

The 2021 budget will be reviewed and the lines will be rebalanced. The revised budget will be presented to the Board for final approval.

Ms. Kirsch said looking ahead; the 2022 budget with increasing salary costs and contractual obligations will be tight. With this in mind Ms. Kirsch said a budget with a 6% increase in the City appropriation will be presented to the Board for final approval before it goes to the City.

Ms. Izzo asked if it is possible to project future health costs.

Ms. Kirsch said no, too many variables make it very hard to predict.

7. Building and Grounds: Ms. Kirsch

Maintenance worked hard this month with various set-ups and projects. The gallery and quiet rooms look great. Only one wall of bookshelves will be put back, locking doors will be needed to preserve our most delicate books and the heat covers will be painted. The heating unit that controls the main floor has a problem with the communication panel. It is broken and we are waiting for a part. We received an estimate for the cost of the repair - \$4,700; in the meantime the heat has been rigged to stay at 71 degrees. We are also waiting for repairs to be made to the lighting in the gallery. The main floor single-stall

bathrooms are now unisex. The sprinkler system has been winterized, the piano has been tuned, and the annual fire inspection has been done.

Ms. Kirsch said there was a meeting with the Rotary Club to discuss their donation of outside furniture and landscaping as part of their 100th anniversary. We are planning to celebrate the Rotary Centennial at our grand opening May 6, 2022. We will be hosting the event with the “Friends of the Library”.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz read highlights from the December 2021 Press Release.

(See attached)

9. Librarian’s Report: Ms. Cooper

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

Ms. Cooper reported that total circulation is up over 11,000 almost back to our pre-pandemic levels.

a. Review of gallery event and Staff Day

Staff Day was held on November 11th, we had a customer service workshop, a nice lunch, longevity awards and department meetings. The staff appreciated the time to come and learn together and I want to thank you for supporting this day of professional development.

The gallery opening took place on November 12th. Hopefully, the opening will be the first of many events to be held in the original portion of the building. We were able to get the flooring and painting completed in time for the event. The program was held after the library closed and we served about 150 people drinks and food. The feedback was very positive and everyone enjoyed the event. Many attendees asked about when the next gallery event would be. Thanks go to Tony Lombardi, Ryan Schrock, and Jonathan Gordon from Maintenance, Laurie Meeske and Genesis Duarte from Marketing and Cathy Folk-Pushee for helping get the event together. Thanks also to the “Friends” volunteers Dan Kirsch and Diane Some and Trustees Linda Flynn, Laura Kirsch, Kristi Izzo, Cindi Ortiz, Sonia Recarte, Robin Coles and Tony Marseglia.

10. Old Business

No report

11. New Business

Ms. Cooper distributed proof copies of the new quarterly brochures to the Trustees. The full color brochures printed professionally, are fully bilingual, and contain general library information such as - how to get a card, library hours etc. - as well as the happenings at the library. Ms. Duarte, Ms. Meeske and the translation team – Ms. Gomez, Ms. Ferreire and Ms. Cepeda worked hard on the brochures which will be a great convenience for staff and patrons.

Ms. Cooper said hopefully the library will get a sponsor for the brochures and then they could be mailed to everyone in Hackensack.

Ms. Cooper reported that she received a letter from Ms. Sonia Recarte stating she is resigning from the Board of Trustees effective December 31, 2021.

Ms. Cooper reported that she and Ms. Meeske are working with the “Friends” to plan a Mini Golf Event as a fundraiser. The “Friends” hired ”Library Mini Golf” a company that designs and builds golf courses around a library floor plan. Funds are raised by selling tickets to the event and obtaining sponsors for each hole. The event will be held on Friday February 11th and Saturday the 12th. The library will close early on Friday to set-up and open for adults only with wine and beer available. On Saturday the library will be open for families and golfers of all ages.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board approved closing the library early on Friday February 11th and all day on Saturday February 12, 2022.

a. 2022 Meeting Dates

On motion of Ms. Izzo, seconded by Mr. Marseglia, the meeting dates for 2022 were accepted.

b. Parking Lot - towing

Ms. Cooper said there is really an issue with parking. It was difficult to find a

towing company, but we did “All Point Towing” located in Hackensack. They are charging us \$750 to design and install a sign, but once it is posted we will be able to call them for tows if necessary.

c. Parking lot – lease – letter from Attorney

Ms. Cooper said the City had a 30 year agreement to lease the metered portion of the parking lot from the library for a \$1 per year. The lease expired in 1999 and has not been renewed. Ms. Cooper retained an attorney, whose specialty is land and municipal land for a legal opinion. The letter is included in the Board packet.

If a new lease is drafted it will need to include additional information regarding liability, maintenance of the area and decals for library employees to allow them to park in the spaces at no charge if necessary.

Ms. Cooper will draft a letter to our attorney regarding a new lease.

12. Personnel Committee: Mr. Marseglia

Mr. Marseglia reported that Nancy Lipinski, Senior Library Assistant, will retire as of January 31, 2021

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

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

13. Adjournment

On motion of Ms. Izzo, seconded by Ms. Ortiz, the meeting was adjourned at 5.52 p.m.

Respectfully submitted,

Ms. Cynthia L. C. Ortiz
Secretary

CLOSED SESSION

12. Personnel Committee: Mr. Marseglia

The Personnel Committee met and discussed a 2 year agreement. This is open to change depending on what the Union comes in with, the meeting is tomorrow afternoon.

On motion of Ms. Kirsch, seconded by Ms. Flynn the Board moved back into Open Session at 5:50 p.m.