

The Board of Trustees of the Johnson Public Library met via Zoom on Tuesday, January 11, 2022. The meeting was called to order at 4:33 p.m.

1. Roll Call

Ms. Linda Flynn,  
Ms. Kristi Izzo  
Mr. Anthony Marseglia  
Ms. Laura Kirsch  
Ms. Cynthia Ortiz  
Ms. Robin Coles  
Ms. Amanda Missey

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison

Also Present

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

Not Present

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 December 14<sup>th</sup> and December 21<sup>st</sup>, 2021.

Ms. Izzo said the December 21<sup>st</sup> minutes should be corrected as follows: Ms. Robin Coles should be marked as present, and the Closed Minutes addressed item 4.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the December 14<sup>th</sup> 2021 minutes were approved and the December 21<sup>st</sup> 2021 minutes were approved as corrected.

4. Public Comment

No report

5. 2022 Re-appointments: Ms. Cooper

Ms. Cooper reported the Hackensack City Council re-appointed Ms. Robin Coles to a 5 year term as Library Trustee at their December meeting. Ms. Amanda Missey will be appointed to complete Ms. Sonia Recarte's term ending December 31, 2022 at tonight's City Council meeting.

6. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>December 2021</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$361,362.44	\$3,047,110.72
Disbursements:	372,483.98	2,975,071.52
Cash balance as of December 31, 2021		72,0148.20
	December 2021	
Capital Account:		
Income:		2.52
Disbursements:		<u>0.00</u>
Cash balance as of December 31, 2021		\$30,642.60

December 2021

Donation Account:

Income:	.23
Disbursements:	<u>9.00</u>
Cash balance: December 31, 2021	\$ 2,747.67

December 2021

Paver Account:

Income:	\$ 100.68
Disbursements:	<u>00.00</u>
Cash balance as of December 31, 2021	\$ 8,434.32

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

b. List of Bills: Ms. Cooper

January 2022 Budgetary Account Bills	\$164,791.34
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Ms. Cooper reported no other accounts had bills for this month.

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

7. Budget and Finance Committee: Ms. Kirsch

a. Final 2021 Budget

Ms. Kirsch said the final 2021 budget had some of the lines rebalanced. A bit more was spent in terms of revenue on the pension/medical lines. It is difficult to predict these exact costs. We ended with a cash balance which covered the first payroll of 2022, since the first city check can come at any time.

On motion of Mr. Marseglia, seconded by Ms. Izzo, the Final 2021 Budget was approved.

We are now working on the budget for 2022, we are asking for a 6% increase in the city’s appropriation as everything has gone up and are assuming that we will be cut. We had to dip into our reserves in 2021 pretty heavily, even though we have not had to for a few years. The 2022 preliminary numbers show we may have to dip in more heavily again which is something we do not want to do. We want to keep as much money for real emergencies.

a. 2022 QPA Resolution

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board voted on the “Resolution for Library OPA”.

RESOLUTION FOR LIBRARY QPA

WHEREAS, an authorized agent, i.e., the qualified purchasing agent, is required to administer the competitive contracting process, and

WHEREAS, the purpose for defining the qualified purchasing agent is to clarify any misunderstanding a contracting unit has, as to who is responsible for administering competitive contracting, and

WHEREAS, James A. Mangin has satisfied all criteria for a qualified purchasing agent, according to Public Contract Law NJS 40 A11-1,

Therefore, be it RESOLVED, that James A. Mangin, be designated as the qualified purchasing agent for 2021 for the Johnson Public Library.

Moved by: Ms. Kirsch

Seconded by: Ms. Ortiz

Date: January 11 <sup>th</sup> 2022 Roll Call Vote:	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	
Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Amanda Missey	X	
Robin Coles	X	

Councilwoman Von Rudenberg (Mayor's alternate)	X	
Superintendent Robert Sanchez	absent	

I hereby certify on this 11<sup>th</sup> day of January 2022 that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 11, 2022.

Cynthia C. L. Ortiz, Secretary

b. 2022 Auditor Resolution

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the Board voted on the "Resolution for Auditor".

**A RESOLUTION AUTHORIZING USE OF WIELKOTZ AND COMPANY, LLC (FORMALLY FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.)**

**WHEREAS** the Johnson Public Library conducted a search for suitable municipal accountants,

**WHEREAS**, Wielkotz and Company, LLC (formally Ferraioli, Wielkotz, Cerullo & Cuva, P.A.) were found to have high recommendations,

**WHEREAS**, the Johnson Public Library requires a yearly audit of financial accounts,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Johnson Public Library that Wielkotz and Company, LLC (formally Ferraioli, Wielkotz, Cerullo & Cuva, P.A.) be appointed as auditors for the Library for 2022.

Moved by: Ms. Kirsch

Seconded by: Ms. Ortiz

Date: January 11, 2022 Roll Call Vote:

	Aye	Nay
Linda Flynn	X	
Anthony Marseglia	X	

Laura Kirsch	X	
Cynthia Ortiz	X	
Kristi Izzo	X	
Robin Coles	X	
Amanda Missey	X	
Councilwoman Von Rudenberg, Mayor Alternate	X	
Superintendent Robert Sanchez	Absent	

I hereby certify on this 11th day of January, 2022, that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the **Johnson Public Library** at a meeting held on January 11, 2022.

Cynthia C. L. Ortiz,  
Secretary

8. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that we were not selected for the grant, and we really don't know why. We won't know until the information is posted officially by the legislature. When OPRAH is available, we can see exactly what the issue was. Since we did not get the grant, we will need to go forward with the sprinkler system; the estimated cost is between \$100,000 and \$150,000. We will get another quote before proceeding, but we have the funds and will get the job done. We do not know when the job will begin; they may have to wait until spring because they need to dig up the street. We have been told by the engineer and our architect that if we did a renovation, they would be able to work around the sprinkler system.

The maintenance team has been busy putting up and taking down all the holiday decorations; recycling discarded books and cardboard; setting up and taking down for programs in the auditorium and meeting room; and putting up the paintings in the gallery. Our elevators have been inspected and

they are fine; the sign for the parking lot has been installed; the part for the Main floor heating system has come in and will be installed. The part and the installation will cost about \$4,700. We are in pretty good shape, doing pretty well. We need curtains in the Gallery and History Room, and in the History Room we are installing 24 track lights and finishing the painting of the electrical conduit and radiators.

Ms. Izzo asked since we did not get the Grant should the Buildings and Grounds Committee meet to discuss options that we could bring back to the Board.

Ms. Kirsch said first we will contact our architect, Mr. Iovino for his input as to what we can do to break up the renovations in to sections. We will also discuss funding.

Ms. Izzo asked when the conversation is held with Mr. Iovino please inform the committee.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz read highlights from the January 2022 Press Release.

(See attached)

10. Personnel Committee: Mr. Marseglia

Mr. Marseglia said that at the December 21<sup>st</sup> meeting the non-union part time employees were not included in the resolution granting 2022 increases.

On motion of Mr. Marseglia, seconded by Ms. Ortiz the non-union part time employees were granted an increase of \$1.02 per hour for 2022.

Mr. Marseglia said Nancy Lipinski, Senior Library Assistant, in the Circulation Department is retiring as of January 31, 2022.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, Rosalyn Washington will be hired as of January 17<sup>th</sup> as a Library Assistant for the Circulation Department to replace Ms. Lipinski. Her annual salary will be \$32,000.

The Board approved the personnel actions.

11. Librarian's Report: Ms. Cooper

Ms. Cooper asked if there were any questions.

a. Program Highlights

Ms. Cooper said we had another busy month; unfortunately we closed during the last week of the month due to COVID. Thankfully no one was seriously ill, and we are now fully re-opened. It was decided to have all programming virtual in January and it will probably continue through the end of February. December is typically a slower month but we still saw good attendance and circulation. I was busy with the union contracts and various BCCLS committees. The last System Council meeting was December 16<sup>th</sup> and we will meet again in March around St. Patrick's Day. The next BCCLS Executive Board meeting will be the third week in January. I have been working with Ms. Meeske on the "Friends" event which was supposed to be in February, but I think it will also be postponed.

b. Statistical summary

Ms. Cooper said included in the Board packet was a spread sheet with last year's and this year's statics. Last year was a sad year, this year is much better with over 100,000 physical and digital items checked out. This is a fairly strong circulation considering what is going on. The breakdown is 26,000 digital and 86,000 physical items circulated. We had over 800 programs, with over 8,000 in attendance, 2/3 were virtual and 1/3 were in person. The reference department answered over 20,000 questions last year, very impressive. We had over 17,000 Wi-Fi sessions and the staff handled over 1,000 phone and email questions. The demand for our services is still high. Right now Mr. Lombardi is booking artists through October, there is quite a demand for our art space. I am also going to speak with Mr. Kirsch from the "Friends" about the Art Ramble in June to see if we can latch onto it.

12. Old Business

No report

13. New Business

a. BCCLS Bylaws

Ms. Cooper said she will ask Ms. Flynn to sign the BCCLS Certification which we are asked to do every year. It certifies the library will comply with BCCLS rules and regulations.

b. Trustee contact information

Ms. Cooper said she has received the contact list back with all updated contact information. The list will be edited and emailed to all the Trustees.

c. Virtual programming for February

Ms. Cooper said because of COVID all programming will be virtual for February.

d. Friends golf event postpones

Unfortunately because of what is going on the Friends have decided to postpone their in-door min-golf event. I am now collecting summer schedules from all our programmers so I can see what weekend would be available to schedule the min-golf event and not conflict with any summer reading programs. I will also check with the company to see if they are available.

14. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Missey, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Ms. Cynthia L. C. Ortiz  
Secretary



