

The Board of Trustees of the Johnson Public Library met via Zoom on Tuesday, February 8, 2022. The meeting was called to order at 4:31 p.m.

1. Roll Call

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

Ex-Officio

Ms. Stephanie Von Rudenborg, Council Liaison
Mr. Robert Sanchez, Supt. of Schools

Also Present

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

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 Minutes of January 11th

Ms. Izzo said on page 4 item 7 a. "OPA" should be "QPA", also on page 4 2021 should be 2022 and page 6 item 4 "OPRAH" should be "OPRA".

On motion of Ms. Izzo, seconded by Ms. Ortiz, the minutes of the January 11th meeting were approved as corrected.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>January 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$307,623.72	\$307,623.72
Disbursements:	178,108.98	178,108.98

Cash balance as of January 31, 2022 \$129,514. 74

	<u>January 2022</u>	
Capital Account		
Income:		2.60
Disbursements:		<u>00.00</u>

Cash balance as of January 31, 2022 \$30,645.20

	<u>January 2022</u>	
Donation Account		
Income:		00.23
Disbursements:		<u>00.00</u>

Cash balance as of January 31, 2022 \$ 2,747.90

Paver Account		
Income:		00.71
Disbursements:		<u>00.00</u>

Cash balance as of January 31, 2022 \$ 8,435.03

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

b. Bills: Ms. Cooper

Ms. Cooper reported February Budgetary Account Bills of \$202,854.78 there were no other bills.

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

6. Budget and Finance Committee: Ms. Kirsch

At the moment there is nothing to report, we are working on a budget and hopefully we will bring it to the Board next month. Ms. Kirsch said right now our cash position seems to be holding and we hope we will not have to dip into our reserves again.

7. Building and Grounds Committee: Ms. Kirsch

Mr. Lombardi and Mr. Gordon are continuing their maintenance routine; they go above and beyond, we are lucky to have them. You will notice there is a new sign for All Points Towing in the parking lot. There were a lot of problems with people illegally parking, we have not towed anyone yet, but the problem seems to be better. Johnson Controls finally figured out the HVAC computer panel on the roof and the system is now functioning. Track lighting has been installed in the Quiet Room with twice as many lights as the gallery. It looks fantastic. We've had leaks fixed in our water fountains and a shut off switch was installed so the main building water never needs to be shut off. The elevator was inspected and is working, and the property has been shoveled and salted.

Ms. Kirsch asked if the materials used on the sidewalks were salt.

Ms. Cooper said no, it is a chemical compound made to use on concrete.

Ms. Kirsch said otherwise the building is in good shape.

8. Community Affairs: Ms. Ortiz

Ms. Ortiz read highlights from the February 2022 Press Release.
(See attached.)

9. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions.

a. Program Highlights

Ms. Cooper said library operations have been smooth, even as Omicron peaked in New Jersey. January and February events moved to virtual, but we still were able to serve patrons in traditional ways. As the numbers go down we will begin resuming many of the services that we modified including indoor programming and probably add more seating. In June the library will participate in the Bergen County Arts Amble put on by Creative Bergen. The "Friends" will sponsor the entry fee. We will have a gallery opening, craft fair, silent auction and displays and programs for all ages the weekend of June 10-11. We thank the "Friends" for their support.

Currently I am working with the County's Workforce Development Center on a pilot to bring their first Mobile Job Center, a retrofitted bus, for Bergen Technical Schools to the Hackensack community at the end of March. The Development Center staff will assist with all sorts of employment issues from job applications to resumes. It's a pilot program, so we will have to see how it goes. The City gave me permission to park the bus on Moore Street by our entrance, so it will be accessible. The Center isn't permitted to advertise so we hope this will be the catalyst for a stronger connection between the Development Center and libraries.

We have also qualified for the NJ Health Connect grant that will provide us with 5 iPads loaded with telehealth resources. We will be able to use these devices with patrons insured and uninsured during one on one visits to connect them to health resources. The initial run is through September.

I continue to represent JPL on the BCCLS Executive Board and was recently

re-appointed to the Finance Committee. Other projects are the State Survey which qualifies us for the State Aid and various projects for the BCCLS LAMP Committee and long term goals for 2022.

The staff is doing a great job, the library is busy and we look forward to using the lawn again.

b. Conversation with Mr. Iovino, Architect

Ms. Cooper said she recently spoke with Mr. Iovino about a breakdown of costs for each section of the project as well as a timeline for construction. We will try to identify which areas should be worked on first and could be funded out of our reserves before we start fundraising. When I get that information I will pass it along to the Board. I am really hoping that we start with the Teen Space, it will give us more bang for our buck. I asked for a construction timeline, but with supply line issues it might be hard to answer.

c. Pavers

One paver was purchased by Mary Hodges for Gary Hipp and family.

d. Public Library Association Conference

Ms. Cooper said the PLA Conference is next month and there will be bills for me, and three other librarians who will be attending the conference in Portland, Ore.

10. Old Business

a. Parking Lot

Ms. Cooper said our attorney thinks the best way to handle the parking lot issue is to send a letter to the City stating we will renew the lease as long as the liability is settled and the staff may park there if space is available. Ms. Cooper will ask the attorney to draft a letter if the Trustees agree.

The Trustees agreed.

11. New Business

a. Tutoring in the Library

Ms. Cooper said more tutors are in the library since things have become more normal and we are open more. The staff has complained about how loud they are and taking over tables. We do not have a policy about tutoring in the library. In the past we have addressed behaviors and as long as they were behaving we left them alone. Many libraries do have policies which address charging or advertising their services.

Ms. Kirsch said a policy about charging might be considered and if the fact that we had a policy about charging were advertised parents would know they should not be paying for the service.

Ms. Cooper said I do not think we need a policy at this time; I just wanted to bring it to your attention.

b. Masking

Ms. Cooper said in view of the changes in the mask mandate I thought we should start a conversation about what the library will do. I did a quick poll with the staff, and asked whether we should still require masks for patrons and staff, and the last question was “how much of a burden was it on you” 70% said it was either annoying or hard to do. I just wanted to bring the matter to your attention, usually the guidelines for libraries come out last, but I wanted to start thinking about it.

c. Personnel

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the following personnel matters were approved: Melissa Arcila will be hired as of February 9th as a Library Assistant at \$17 per hour for 20 hours per week working in the Reference and Periodicals Departments; Rosalie Potenza, Library Assistant, will receive a raise from \$16.02 to \$17 per hour as of February 9th.

12. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Missey, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary