

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library and via Zoom on Tuesday, April 12, 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

Also Present

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

Not Present

Ms. Robin Coles
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 also be available via Zoom
4. One copy sent to the Record

3. Approval of March 8, 2022 Board Minutes

On motion of Ms. Izzo, seconded by Ms. Missey, the minutes of the March 8, 2022 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>March 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$235,795.64	\$782,833.10
Disbursements:	168,532.74	547,340.12
Cash balance as of February 28, 2022		\$235,492.98

	<u>March 2022</u>	
Capital Account		
Income:		2.35
Disbursements:		<u>00.00</u>
Cash balance as of March 31, 2022		\$30,650.15

	<u>March 2022</u>	
Donation Account		
Income:		00.21
Disbursements:		<u>00.00</u>
Cash balance as of March 31, 2022		\$ 2,748.34

	<u>March 2022</u>	
Paver Account		
Income:		00.65
Disbursements:		<u>00.00</u>
Cash balance as of March 31, 2022,		\$ 8,436.40

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

b. Bills: Ms. Cooper

Ms. Cooper said April bills total \$356,273.10. The total includes the City's 3rd quarter 2021 medical bill and three payrolls.

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said the City is cutting our 2022 budget by \$60,000.

Ms. Cooper said the 1/3 mil increased so the cut is around \$35,000.

Ms. Kirsch said we have not had a budget meeting in over two years. It is time we make noise and let the Mayor and Council know all that we do. One reason people move into a community is for a strong library. If the cuts continue we will not be able to sustain the library. It is time to go to the community and ask for their help.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said the sprinkler system and the teen space are parts of the renovation that could be done as a separate project. It would be best to fund the project before work begins. We could have a campaign to reach out to the community and local businesses or we could ask the City to fund the entire project stipulating that we would pay them back. As Treasurer I do not think it is a financially sound idea to do the sprinkler system installation and teen space if it means that we have to deplete our library accounts.

The Trustees agreed that installing a sprinkler system is a priority and should be done as soon as possible along with the teen space. A fund raising campaign reaching out to the community and local businesses can highlight the improvements being made and the need for financial support.

The Trustees asked for a list of the library accounts for review.

Ms. Izzo asked that restricted accounts be identified.

Ms. Cooper will contact Mr. Iovino to see if installing the sprinkler system without renovating the teen space would create problems when work on the teen space begins.

On motion of Ms. Kirsch, seconded by Ms. Izzo, the Trustees approved moving forward with the sprinkler system installation.

Ms. Cooper will contact Cerullo for an estimate for their part of the project and Suez Water as they will be involved in replacing the main water line into the library.

Meli Plumbing replaced a pipe in the main floor public restroom; Stern checked for bed bugs; Mr. Lombardi and Mr. Gordon hung the paintings in the New Art Gallery as well as the Old Art Gallery. The maintenance team has been busy working on several projects; along with recycling. We are having issues with the clock and chimes, and are awaiting a visit from Standard Time Clock & Watch.

8. Strategic Planning Committee

Ms. Izzo said the Strategic Planning Committee met and they are phased to re-do the document. They plan to begin in October. There is one question - do we hire a consultant? The data gathering; focus groups and town halls are very intense and time consuming. A part time consultant would be able to assist with those parts of the plan.

Ms. Cooper said there are several companies who do consulting work and will contact other Directors for recommendations.

On motion of Ms. Izzo, seconded by Ms. Kirsch, the Trustees approved getting quotes for a consultant

9. Policy Committee

Ms. Ortiz said there were a few changes in the By-laws - in #2 Meeting Attendance; #7 Quorum – 5 needed 4 must be present and voting; and

General Notice. Ms. Ortiz asked that the date be changed and take out Free.

On motion of Mr. Marseglia, seconded by Ms. Kirsch the By-Laws were approved as corrected.

10. Personnel: Mr. Marseglia

Mr. Marseglia reported that Melissa Arcila, Library Assistant, notified the library that she is resigning as of April 27, 2022.

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

Mr. Marseglia said that the Trustees wanted to show their appreciation for all the work Mr. Lombardi does, so he recommends Mr. Lombardi receive a merit increase of \$2,000 as of May 1, 2022.

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

11. Community Affairs: Ms. Ortiz

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

12. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions.

a. Program Highlights

Our circulation was above 10,000 this month; it was mostly physical with a slight increase in our digital circulation. We had 870 patrons attend programs, 600 of which were in person.

b. Conference attendance and report

- i. Ms. Cooper said she would like to close the library for a half day to let staff members share information from PLA and TBA.

On motion of Ms. Izzo, seconded by Mr. Marseglia, the Trustees approved the request.

Ms. Cooper reported that this year the annual “Teachers’ Convention” will be held on November 10th and 11th, so staff day planned for Veterans’ Day, November 11th will be rescheduled.

- c. Current projects and initiatives

Ms. Cooper said I’m busy working with Board committees and various BCCLS committees and taskforces. I am also working on plans for the lawn opening, arts amble and a Friends mini-golf event.

13. Old Business

- a. Rotary donation and event

Ms. Cooper said that Mr. Marseglia presented her with two checks - the Rotary’s donation of \$7,000 to cover the cost of lawn furniture and some landscaping for the May 6th event celebrating the Rotary’s 100th anniversary. The event will be held indoors and on the lawn weather permitting.

- b. Parking Lot

Ms. Cooper reported that the parking lot lease had been forwarded to the City council for approval, but it was not listed on the council meeting agenda when she checked.

- c. Mobile job center visit

Ms. Cooper said the mobile job center was well received, dozens of people stopped by. No date has been set for a return visit.

- d. Masking and other considerations – at individual events?

Ms. Cooper had a request from a staff member who said they wanted to require masks at a program that they were planning.

After a discussion the Board said no, our policy states wearing a mask in the library is optional and to change it for individual events would be mixed messaging. At present only people attending programs in the Children's Room are required to wear a mask. The staff member could have masks available for the people attending the program if they wished to wear them.

14. New Business

a. Financial disclosure

Ms. Cooper said the mandatory financial disclosure forms are due April 30th.

15. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary