

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library and via Zoom on Tuesday, March 8, 2022. The meeting was called to order at 4:30 p.m.

1. Roll Call

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

Also Present

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

Not Present

Ms. Stephanie Von Rudenberg, 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 also be available via Zoom
4. One copy sent to the Record

3. Approval of February 8, 2022 Board Minutes

On motion of Ms. Izzo, seconded by Mr. Marseglia, the minutes of the February 8, 2022 Board Meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>February 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$239,413.74	\$547,037.46
Disbursements:	200,698.40	378,807.38
Cash balance as of February 28, 2022		\$168,230.08

	<u>February 2022</u>	
Capital Account		
Income:		2.35
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2022		\$30,647.80

	<u>February 2022</u>	
Donation Account		
Income:		00.21
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2022		\$ 2,748.13

	<u>February 2022</u>	
Paver Account		
Income:		00.65
Disbursements:		<u>00.00</u>
Cash balance as of February 28, 2022,		\$ 8,435.03

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

b. Bills: Ms. Cooper

Ms. Cooper presented Budgetary Account bills for March 2022 of \$165,239.62.

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

6. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said nothing to report; we are finalizing our proposed 2022 budget with a tentative municipal appropriation of 6%.

Ms. Kirsch asked Ms. Cooper to distribute draft copies of the proposed budget to the Trustees.

Ms. Kirsch said in the proposed budget we have increased our ask in the municipal appropriation by 6%. Our salaries and personnel costs are up as are other items. We have fixed and contractual obligations with very little discretionary funds. The budget has a 6% increase in the municipal appropriation to \$2,866,686.26; Per capita - \$23,603, Fines and Copies and other Receipts - \$110,000 and appropriated from Reserve \$180,000.00 to make the budget balance. Hopefully we do not have to transfer the funds, we have done very well over the past years, last year was the first time we had to transfer funds. The total budget is \$3,180,289.26. We are being very careful with the expenses.

Ms. Kirsch said we can hold the budget for review, of if there are no questions it could be approved.

On motion of Ms. Kirsch, seconded by Ms. Ortiz, the proposed 2022 budget was approved.

Ms. Izzo questioned the amount budgeted in the insurance line. Is it Health Insurance and does it increase each year?

Ms. Cooper said it was not health, but liability insurance. It has not been increased in past years and we have not been informed of any increase this year. Joining with the City is less expense than purchasing it on our own, It does have a high

deductible, but it is good insurance very necessary should we ever have a catastrophic incident.

7. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch reported that Mr. Lombardi and Mr. Gordon have been very busy and are doing a great job. There was a backup in the pipes that had Periodicals close for a day to clean up the water. The plumber was called and cleared the drain. The pipes in Camden Street were covered during construction which caused the backup. Ms. Cooper called the project manager and they came back and fixed the problem. Mardel Electric came and replaced batteries and bulbs in our emergency lights; we have had the fire detectors in the basement re-inspected and were issued our certificate.

8. Personnel: Mr. Marseglia

Mr. Marseglia reported that Devon Allan was hired March 1<sup>st</sup> as a part time Library Assistant in the Technology Department for 18 hours per week at \$22 per hour; Jasmine Lopez and Laura Morillo were hired as part time Library Assistants in the Circulation Department as of March 15<sup>th</sup> for 15 hours per week at \$16 per hour. Maria Gomez Bi-Lingual Library Associate will receive a salary adjustment from \$21.02 to \$22 per hour retroactive to March 1<sup>st</sup>.

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the personnel actions were approved.

9. Community Affairs: Ms. Ortiz

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

10. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions.

a. Program Highlights

February was the last month library programs were virtual. Circulation

is back to pre-pandemic levels, digital use has not dropped much, and reference questions and computer use are up.

b. Current projects and initiatives

Ms. Cooper said we are in a partnership with the Workforce Development Board to promote their Mobile Job Center. The pilot program which will run through September offers employment services and is a huge benefit to the community. The Mobile Job Center bus will be parked on Moore Street March 30<sup>th</sup> from 10:00 a.m. to 2: 00 p.m. The Center is not allowed to advertise so we are helping to promote the event.

We are also in partnership with the NJ HealthConnect. This week I picked up 5 iPads that we were awarded as part of the grant. Patrons work with staff to connect to telehealth apps which are available in many languages and to people with and without insurance.

I was asked by BCCLS to present with Senator Gordon Johnson about per capita State Aid and how it would impact our library if we were fully funded. We are not fully funded, if we were it would mean about an additional \$30,000 a year. I also asked the Senator for a private meeting to discuss our capital needs. I am working on the State Report which is due Tuesday March 15<sup>th</sup>.

Ms. Cooper distributed a few draft copies of the quarterly Spring Brochure to the Trustees. The brochure in English and Spanish contains information on all our services, upcoming programs and special events.

c. Rotary donation and event

The Rotary will celebrate their 100<sup>th</sup> anniversary with an event on the lawn May 6<sup>th</sup>. They want to donate furniture and possibly landscaping to the library. I will meet with Mr. Marseglia, Ms. Bregman and Ms. Kirsch on Friday to discuss the event.

11. Old Business

a. Parking Lot

Ms. Cooper said she sent the proposed lease to the City. On Monday the City Attorney, Steve Kleinman , called and spoke to her about the idea that staff/trustees are able to park there. I explained “that it was in the original lease and the Board wanted to keep it.” He spoke about the potential loss of revenue. “ I told him that is why we decided not to ask for a raise in rate. I said he should follow up with our attorney if he had further questions.”

12. New Business

a. Masking and other COVID considerations

Ms. Cooper said with the release of new CDC guidelines on masking, she recommends the library continue to require masks in the children’s room and at indoor children’s programs where frequently many in attendance are under the age of 5 and not vaccinated. Masks would be optional everywhere else for both patrons and staff.

The Trustees agreed.

b. Education and Officers

Ms. Flynn said at this time it would be best to keep the 2021 slate of Officers and vote on a new slate in 2023.

On motion of Mr. Marseglia, seconded by Ms. Flynn, the Board agreed to continue the current slate of Officers through December 31,2022.

Ms. Cooper said seven hours of Trustee Education are needed to meet the State Library requirements.

Ms. Ortiz reported that she has completed an hour and a half of an approved program with additional upcoming sessions which would satisfy the requirement.

Ms. Flynn said she thinks that the great work done by the library maintenance team should be recognized in some way. She asked the Trustees to think about what would be the best way to show our appreciation for their efforts on behalf of the library.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned  
At 5:30 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz  
Secretary