

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library on Tuesday May 17, 2022. The meeting was called to order at 4:30 p.m.

1. Roll Call

Ms. Linda Flynn  
Ms. Kristi Izzo  
Ms. Robin Coles  
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. 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
4. One copy sent to the Record

3. Approval of April 12, 2022 Board Minutes

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the minutes of the April 12, 2022 Board meeting were approved.

4. Public Comment

No report

5. Request from President – tour of lower level

Ms. Kirsch and Ms. Cooper distributed both existing and proposed floor plans

of the lower level to the Trustees before they began their tour. Ms. Kirsch said the proposed renovations will cost about \$800,000. The figure is based on Mr. lovino's estimate plus 5% for increased costs of construction.

The Trustees viewed the area of the lower level to have a better understanding of the proposed renovation of the area and returned to the Board Room.

6. Treasurer's Report: Ms. Kirsch

a. Report: Ms. Kirsch

	<u>April 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$244,240.51	\$1,027,073.61
Disbursements:	444,082.00	991,422.12
Cash balance as of April 30, 2022		\$ 35,651.49

	<u>April 2022</u>	
Capital Account		
Income:		2.60
Disbursements:		<u>00.00</u>
Cash balance as of April 30, 2022		\$ 30,652.75

	<u>April 2022</u>	
Donation Account		
Income:		00.34
Disbursements:		<u>00.00</u>
Cash balance as of April 20, 2022		\$ 2,748.91

	<u>April 2022</u>
Paver Account	

Income:	00.72
Disbursements:	<u>00.00</u>
Cash balance as of April 30, 2022,	\$ 8,392.12

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

b. Bills: Ms. Cooper

Ms. Cooper presented the May Budgetary Account bills totaling \$265,498.23.

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

c. NJ Cash Management

Ms. Cooper said the new balance sheet will be updated each month and asked if the format was ok.

The Trustees agreed to keep the format.

7. Budget and Finance Committee: Ms. Kirsch

Ms. Kirsch said we are waiting to hear from the City before re-balancing the budget. Looks like we are down \$30,000 to \$35,000 from our budget. We have not had to transfer any funds yet, we'll see what happens at the end of the year. We will try to squeeze \$35,000 out of the budget.

8. Building and Grounds Committee: Ms. Kirsch

Ms. Kirsch said we've been very busy this month - the lawn opening was fantastic. The lawn furniture arrived; a new hot water heater was installed, flowers were planted in front and MTS sprayed the lawn for bugs. Maintenance is working hard on the recycling which never ends.

Ms. Kirsch said she would like to arrange a meeting with the City Manager to ascertain if the City will bond the project for us. We tried for a grant, but didn't get it. We all want to get the lower level done, the cost of the renovation will be about \$800,000 - \$600,000 for construction and \$200,00 to \$250,000

for the sprinkler system. We can proceed with the sprinkler system installation and see if the City will reimburse us for the cost of the project. I think we should know how we will pay for the work before we begin. If we fund the entire \$800,000 we would have to take the funds basically from the Capital and Endowment accounts in cash management, I think that would be fiscally irresponsible.

Ms. Cooper said I have not received a quote from “Over the Edge” the excavation Company working on the sprinkler system project, but they did say “the location of the water connection and distance the pipe needs to be run means the upgrading of the water line will not be as expensive as first thought. “

Ms. Kirsch said a meeting with the City Manager is necessary, and asked Ms. Cooper to arrange to meet with the City Manager Mr. Caruso.

Mr. Marseglia suggested the Financial Committee be present at the meeting.

9. Strategic Planning Committee

Ms. Cooper said she has contacted Pro Libra, Library Crossroads Consulting and a few private consultants. All responded that they are not available at this time, but she will keep trying.

10. Policy Committee

a. Meeting Room Policy

Ms. Cooper said changes have been made to Meeting Room Policy items #10; 15 and 17 and “Free” should be removed from the title.  
(See attached)

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the changes were approved.

11. Personnel: Mr. Marseglia

a. Signature re-do for Union contract

Mr. Marseglia said the Union asked to have the contract signed again.

12. Community Affairs: Ms. Ortiz

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

13. Librarian's Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions.

a. Congratulations to Gladys Cepeda

Ms. Cooper reported that Gladys Cepeda received her Master's Degree in Library Science. The Board congratulated Ms. Cepeda.

b. Program Highlights

April was a slow month; we are doing more indoor and outdoor activities and our circulation is fairly strong. The lawn opening was a nice event, refreshments were donated by the Rotary; the Mayor and Council attended and I cut the red ribbon to officially open the lawn with a large pair of scissors. The Rotary Plaque has been hung in the hallway

Ms. Cooper said she is on the BCCLS Finance Committee to explain the billing process to other Directors. She is teaching a New Director's workshop for the LAMP Committee and also has been asked to join the NJLA Policy Committee.

Ms. Kirsch said the "Friends" are working on the flyers and signing up sponsors for the Mini-Golf event in July.

Ms. Cooper said upcoming events include the "Arts Amble".

14. Old Business

a. Parking Lot

The City's attorney said the Council has not signed the parking lot lease because they are concerned about their level of liability.

Our attorney said as the library is leasing the lot on a month to month basis, the lease could be terminated at any time.

15. New Business

Ms. Cooper distributed the Children/Teen summer booklets to the Trustee. Ms. Duarte and Ms. Meeske are working on the summer adult brochure; flyers and signage for upcoming summer events.

16. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Kirsch, the meeting was adjourned 5:45 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz  
Secretary