

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library on Tuesday June 14, 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
Ms. Amanda Missey

Also Present

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

Not Present

Laura S. Kirsch, Esq.
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
4. One copy sent to the Record

3. Approval of May 17, 2022 Board Minutes

On motion of Mr. Marseglia, seconded by Ms. Missey, the minutes of the May 17, 2022 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Cooper

a. Report: Ms. Cooper

	<u>May 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$237,459.91	\$1,264,533.52
Disbursements:	170,157.21	1,161,579.33
Cash balance as of May 31, 2022		\$ 102,954.14

	<u>May 2022</u>	
Capital Account		
Income:		3.78
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2022		\$ 30,656.53

	<u>May 2022</u>	
Donation Account		
Income:		00.34
Disbursements:		<u>00.00</u>
Cash balance as of May 31, 2022		\$ 2,748.91

	<u>May 2022</u>	
Paver Account		
Income:		1.04
Disbursements:		<u>00.00</u>

Cash balance as of May 31, 2022, \$ 8,393.16

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

b. Bills: Ms. Cooper

Ms. Cooper said the June Budget Account bills total \$174,898.95, there are no other bills for the month.

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

6. Budget and Finance Committee: Ms. Cooper

Ms. Cooper reported that the next city appropriation check will be less than the amount of previous checks. Ms. Cooper said “she will adjust the budget only after receiving the new budget from the city.” At this time we have taken nothing out of our reserve. Money will be taken from our reserve to do the sprinkler installation.

7. Building and Grounds: Ms. Cooper

Ms. Cooper reported that the HVAC problem has been repaired, and there is not much else to report. Mr. Lombardi was out because of an operation and Mr. Gordon filled in for several weeks in his absence. Mr. Lombardi is back on light duty just in time for some large upcoming events, including the Arts Amble and our summer concerts. We are making great use of the Lawn and the public is using it as well.

The Maintenance team are continuing the recycling projects, taking care of the building, inventorying supplies and restocking the back room, daily taking care of the bathrooms and the Lawn, setting up and breaking down for programs a few times a day and whatever else is needed to be done.

Bergen Fire inspectors came and tagged the fire extinguishers; Stern Environmental checked the bug traps - no problems with either one.

8. Policy Committee: Mr. Marseglia

a. Gift, donation and Corporate Sponsorship Policy

Ms. Cooper distributed the “Johnson Public Library Gift, Donation and Corporate Sponsorship Policy” to the Trustees”.

Ms. Cooper said the older policy needs an update of the Library’s position regarding gifts of art offered to the Library. Basically we just added to the policy stating “once you give us something it is ours.”

Ms. Izzo said under “Recognition and Acknowledgement” the third bullet in the last paragraph she would suggest a few changes - the word “will” should be changed to “may” with an additional statement added as follows: “Sponsorship campaigns may include tiered levels of recognition depending on the donation amount.”

After a discussion and on motion of Ms. Izzo, seconded by Ms. Coles, the policy was approved as corrected.

9. Community Affairs: Ms. Ortiz

Ms. Ortiz read from the June Press Release.

(See attached.)

Ms. Cooper reported that the City will have a flag raising ceremony in honor of “Pride Month”. The Children’s Department has planned a “Drag Queen” story hour for Saturday June 18th.

10. Librarian’s Report: Ms. Cooper

a. Program Highlights

Ms. Cooper asked if anyone had any questions.

Ms. Cooper said for the last couple of months our electrical and physical statistics have been combined with a total circulation of over 9,000 items checked out. We have been busy with over 812 patrons attending our many programs.

Ms. Cooper distributed the new summer (Children, Teen and Adult) booklets to the Trustees. The booklets are designed In-house and sent out to an on-line printer. Ms. Duarte does the graphic design; Ms. Meeske works on the text and Ms. Cepeda and Ms. Ferreira translate the Spanish version. Ms. Folk-Pushee, Ms. Adams, Ms. Zigas, Ms. Halpin and many more work hard to include information on all summer programs for all ages. The booklets are expensive and we are working to obtain sponsorship for them. Ms. Meeske and various staff will have a table representing JPL at the city's Juneteenth event, Food Truck Fridays and the 4th of July fireworks.

Ms. Cooper and several staff attended the NJLA conference in Atlantic City last week and we will share what we learned on Friday June 17th as well as information from the PLA conference.

Ms. Cooper said "I am serving on the BCCLS Executive Board, Finance Committee, eContent Taskforce and LAMP as well as Bergen County's Development Board as co-chair of the Youth and Education Committee. As of July 1st I'll be a member of the NJLA Public Policy Committee."

b. Update on sprinkler progress

Ms. Cooper reported that the new quote from Cerullo including site work came in below the bid threshold. Cerullo will work with Over the Edge Excavation to install the water line, but the first step is having a water flow assessment done. She stated, "I recently filled out a request with Suez, once the test is completed, I will contact Cerullo to schedule the installation."

11. Old Business

a. Parking Lot Lease

We are waiting for the final lease from the City but the parking authority is already waving meters for folks using library or city placards.

12. New Business

Ms. Cooper said library patrons leaving the library were being approached by people soliciting business for a store across the street. I spoke to them and ask that they stop, it didn't help, so I contacted the police.

We will close at noon on Friday, June 17th for a mini staff day to discuss what we learned at the NJLA and PLA conferences.

Ms. Cooper said she would like to fill the position of administrative assistant vacant since Ms. Hedges-Slack resigned. The person would work as a point person for library events and when we partner with other groups.

The "Friends" are meeting on Thursday June 16th, their Mini-Golf event is scheduled for July 22nd and 23rd.

Mr. Marseglia asked Ms. Cooper to contact the City Manager about meeting with the Board.

13. Adjournment

On motion of Ms. Ortiz, seconded by Ms. Coles, the meeting was adjourned At 5:18 p.m.

Respectfully submitted,

Cynthia L. C. Ortiz
Secretary