

The Board of Trustees of the Johnson Public Library met in the Board Room of the Library on September 13, 2022. The meeting was called to order at 4:31 p.m.

1. Roll Call

Ms. Linda Flynn, Presiding
Mr. Anthony Marseglia
Laura Kirsch, Esq.
Ms. Kristi Izzo
Ms. Amanda Missey

Also Present

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

Not Present

Ms. Cynthia Ortiz
Ms. Robin Coles
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 the Minutes of the Board of Trustees Meeting, June 14, 2022

On motion of Mr. Marseglia, seconded by Ms. Kirsch, the minutes of the June 14, 2022 meeting were approved.

4. Public Comment

No report

5. Treasurer's Report: Ms. Kirsch

<u>a. Report: Ms. Kirsch</u>	<u>August 31, 2022</u>	<u>Year-to-Date</u>
Operating Account		
Income:	\$249,332.81	\$1,979,385.69
Disbursements	199,314.41	1,863,110.22
Cash balance August 31, 2022		\$ 116,275.47

August 2022

Capital Account:		
Income:		\$ 10.42
Disbursements:		<u>15,000.00</u>
Cash balance August 31, 2022		\$ 15,677.16

Ms. Kirsch said we transferred \$15,000 from the Capital Account for Capital expenses previously paid from the Budget Account.

August 2022

Donation Account:		
Income:		\$ 00.93
Disbursements:		<u>00.00</u>
Cash balance August 31, 2022		\$ 2,800.75

August 2022

Paver Account:		
Income:		\$ 2.85
Disbursements:		<u>00.00</u>
Cash balance August 31, 2022		\$ 8,398.80

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

b. Bills: Ms. Cooper

Ms. Cooper presented budgetary account bills for September of \$175,706.86,

there were no other bills.

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

6. Budget and Finance Committee: Ms. Kirsch

No report.

7. Building and Grounds: Ms. Kirsch

Ms. Kirsch reported that both the passenger and freight elevators are not working. Parts to make the necessary repairs have been ordered. The Maintenance team has been busy. Cleaning World cleaned the Children's Room carpet. Meli Plumbing installed a toilet in the downstairs staff bathroom. Mardel replaced lights on the Mezzanine and needed scaffolding to replace almost 300 lights on the Main Floor. The boiler inspector checked the boiler – it's good. One of the Moore Street doors needs a part; we are waiting for Main Lock to replace it. Johnson Controls replaced a faulty part of the HVAC control panel on the roof which was under warranty. Ms. Kirsch said we are looking into replacing the HVAC control system, it is a proprietary system and only Johnson Controls can maintain it. Ms. Cooper has contracted State-Wide, our regular maintenance company, and one other company for a proposal to replace the system. Stern Environmental came and we have no bug problem. Johnathan Gordon resigned.

8. Strategic Planning Committee

a. Meeting with Evan from Plan A

Ms. Izzo said the Committee tried to get bid proposals for a new plan and were having difficulties getting anyone. Ms. Izzo said we located a company on the web; "Plan A Advisors". She and Ms. Cooper had a zoom meeting with Evan from "Plan A Advisors" and scheduled a second zoom meeting with the Strategic Planning Committee.

b. Next scheduled meeting: September 28th

Ms. Izzo, the Strategic Planning Committee (Ms. Coles; Ms. Missey) and Ms. Cooper will meet via Zoom with Evan from “Plan A Advisors” on Wednesday, September 28th. The Committee will make a decision at that time about requesting “Plan A Advisors” submit a proposal.

Ms. Izzo said the current strategic plan is outdated and having a new plan before beginning the renovation would give the public a chance to weigh in on what their concerns and wants are.

9. Personnel Committee: Mr. Marseglia

a. Resignation of Jonathan Gordon as of August 20, 2022

Mr. Marseglia reported the resignation of Jonathan Gordon, Building Maintenance Worker, as of August 20, 2022.

b. Hire of part time maintenance staff person

Mr. Marseglia reported that Rudy Almonte was hired as a Building Maintenance Worker to replace Jonathan Gordon as of September 12th at \$20 per hour for 20 hours per week.

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

10. Community Affairs: Ms. Cooper

Ms. Cooper read highlights from the September Press Release.

(See attached)

11. Librarian’s Report: Ms. Cooper

Ms. Cooper asked if anyone had any questions concerning the Director’s Report.

Mr. Marseglia asked about the sentence in the report “things have changed in the last five years and we might want to re-evaluate our main floor renovation plan.”

Ms. Cooper said as an example - the glassed in computer lab, people now are more interested in individual study rooms; also combining the Circulation and Reference areas might not be such a good idea with the changes caused by the Covid pandemic.

a. Program Highlights

Ms. Cooper stated, “We are now back to nearly pre-pandemic usage - circulation is over 11,000 items and over 1,300 people at our programs for the month, Summer Reading was ok, it will probably take a few years for it to get back to what it was especially the adult program.

b. Update on sprinkler progress/flow test

The flow test which was required by Cerullo has been completed. We will need to make the pipe larger, but everything is fine. Ms. Cooper received a new proposal from Cerullo it was \$4,000 higher than the original proposal. Ms. Cooper will speak with Cerullo to see how we can schedule the project to get it done with the least amount of disruption.

c. BCCLS Executive Board/Finance Committee update

Ms. Cooper with the BCCL’s eContent Taskforce and Finance Committee worked hard to create a more equitable billing formula for the eContent part of the BCCLS budget. Large libraries have not been adequately represented and have essentially been overbilled for a long time. The recommendation was sent to the Finance Committee who approved it and sent it to the Executive Board who also passed it. The bill will be voted on at the September 29th System Council meeting. I am also on the Executive Board. We have been working on the budget which has many moving parts, it will also be presented at the meeting on the 29th and hopefully pass. Ms. Cooper said she is on the Public Policy Committee for NJLA which is working on getting the Per-Capita State Aid fully funded. At present it is funded at 46%, if fully funded we would get about an additional \$20,000. She continued, “Senator Johnson presented a bill for full funding, and funding was increased, but it still is not fully funded. So we are still working on that statewide. The Museum Passes have been processed and are

available. We have Museum Key which allows patrons to book the passes online. Cathy Folk- Pushee and I interviewed an applicant for the social intern position. She is a Hackensack resident and very well qualified. She will work through April as part of our agreement with Rutgers.”

12. Old Business

a. Parking lot – lease ready for signature

Ms. Cooper said the city has returned the lease and Ms. Flynn will sign it.

To park in the metered spots the library placard must be placed on the dash, the police will not search for it.

13. New Business

a. Ms. Flynn’s term up for renewal – December 31, 2022

Ms. Flynn will renew her five year term.

b. Veteran’s Day

Ms. Cooper said the library was scheduled to close on Veteran’s Day for staff day. Unfortunately the NJ Teacher’s Convention will be held at that time. With many staff scheduled to be off the Board needs to decide whether to open or stay closed.

The Board agreed to stay closed this year.

c. Masks optional in Children’s Department/at children’s programs

Ms. Cooper spoke with Ms. Zigas, Head of the Children’s Department, about requiring masks in the department and at programs. It was agreed to drop the mask requirement.

d. BCCLS Friends Breakfast – October 18, 2022

The annual BCCLS Friends Breakfast will be held at Seasons Tuesday October 18th from 9:30 a.m. to 12:00. Ms. Cooper and Ms. Meeske will attend. Ms. Cooper said if any Trustee would like to attend they should let her know as tickets are limited.

e. First amendment auditors

An incident at the Fort Lee Public Library occurred when a group filming in the library without permission were told to stop. They then accused the library of violating their civil rights. This has happened in other libraries.

Ms. Cooper wanted the Trustees to be aware of this situation, and has informed the staff if this should occur in the library not to confront the people but let them film. Areas will be labeled "staff only" to give employees a place to go if the situation makes it necessary.

Ms. Kirsch said a policy outlining restrictions for outside groups filming in the library might be a good idea.

14. Adjournment

On motion of Ms. Missey, seconded by Ms. Izzo, the meeting was adjourned At 5:16 p.m.

Respectfully submitted

Cynthia L.C. Ortiz
Secretary

