

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes November 10, 2016

Present:

Barbara Chittum, Recording Secretary  
Charles (Jim) O'Dowd, Trustee Emeritus  
Laurie Phipps  
Dr. Nelson Reynoso, Vice President  
Mayor Norman Schmelz  
Christopher Tully, Council Liaison  
Christopher Langschultz, Alternate, Superintendent of Schools  
Allison Moonitz, Director  
Evelyn Rizzo, Administrative Secretary

Vice President Reynoso called the meeting to order at 7:35 p.m.

### Notification of Public Meeting

Vice President Reynoso read the report on public notification of this meeting.

### Public Portion

**The order of business was changed to move the Public Portion up on the Agenda.**

Donald Calderone from the Hispanic American Organization of Bergenfield attended the meeting to request the use of the Library's meeting room in 2017 for informational workshops. They have invited a group of NY doctors to come in and discuss health issues and general information for the first workshop, the next workshop will focus on health and nutrition, and the last workshop will focus on helping students to choose a career path. The workshops would be presented in both English and Spanish. The dates are as follows: January 29<sup>th</sup>, February 19<sup>th</sup> and April 30<sup>th</sup>. Discussion followed.

**A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, to approve the request from the Hispanic American Organization of Bergenfield to use the Library's meeting room on January 29<sup>th</sup>, February 19<sup>th</sup> and April 30<sup>th</sup> for various workshops discussing health issues, nutrition and career paths. All in favor. Motion carried.**

### Minutes

**A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to accept the October 13, 2016 minutes. All in favor. Motion carried.**

### Bills

**A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve the November 2016 bill list. All in favor. Motion carried.**

### Correspondence

No report.

### President's Report

No report.

### BCCLS and Friends

BCCLS is offering 2 events for Trustees. There is a Director/Trustee breakfast on December 2<sup>nd</sup> in Millburn. The Trustee Education workshop on the evening of December 6<sup>th</sup> in Tenafly will focus on strategic planning.

## **Building and Grounds**

Ms. Monitz received a solicitation from EBSCO where they provide free device charging stations in public libraries across the country. There is an advertising component on the top of the charging station. Discussion followed. It was decided not to take advantage of the charging stations because of the advertising component. Ms. Phipps mentioned that this could also be a way for hackers to gain access to information from your device.

Ms. Moonitz met with Louis Gonzalez of Argen Build Enterprise to discuss ideas about fixing gaps in the railing when shelving is moved to create a “social space” on the second floor. Mr. Gonzalez informed Ms. Moonitz that the spacing between the railings is not up to code. The Borough’s code enforcement officer made a site visit and confirmed this. Any area of the existing railing that is redesigned needs to be brought up to code. Mr. Gonzalez has proposed 3 potential suggestions for this repair. One suggestion is to run a thin material through the railings in a basket weave pattern. A prototype of the designed is located by the book sale area on the second floor. The Trustees took a few minutes to inspect the prototype. A site visit with an additional contractor is also scheduled. Since this is a code issue, Ms. Moonitz has included this project in the 2017 Capital Budget request.

## **Finance**

The financial summary was distributed and discussed.

## **Strategic Planning**

The Strategic Planning Committee will meet on Monday, December 5<sup>th</sup> at 7:00 pm to discuss activities for next year and to plan for the Library’s Centennial celebration in 2018. This is the 5<sup>th</sup> year of the Library’s Strategic Plan. The Committee will need to start working on a new plan for 2017.

## **Personnel**

A resignation was received from one of our part-time reference librarians to obtain a full-time position in her other place of employment. Discussion followed regarding reallocating those hours with current staff before hiring someone to fill the vacancy. A small part-time position was included in the 2017 budget to hire someone who would assist with programming and publicity. Additional programming in the evening or weekends was requested by the community in a recent survey.

## **Policy**

The attorney has not finished his review of the proposed Library’s Personnel Policy and Procedure Manual.

## **Director’s Report**

Ms. Moonitz requested closing the Library at 2:00 pm on a Wednesday afternoon for a holiday party for staff, volunteers and Trustees. The Board agreed to allow closing the Library.

Ms. Moonitz made the Board aware of a recent accident a toddler had in the building. Both the Borough and Risk Manager have been made aware of this accident.

## **Trustee Education**

A webinar on library advocacy from the New Jersey State Library was shown which counts towards the State mandated continuing education requirement.

## **Old Business**

Mr. Langschultz and Ms. Moonitz spoke about a professional services agreement with the school district for our FIOS, Internet and Wireless services. It’s been suggested that the Library work with the school district’s part-time IT staff on an hourly basis. There are a few small issues that still need to be addressed. Once these are corrected, this agreement would continue as an on-needed basis.

## **New Business**

An amended 2017 proposed budget was distributed and discussed.

**A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to approve the proposed amended 2017 Budget as distributed at the November 10<sup>th</sup> meeting. All in favor. Motion carried.**

Information regarding the Johnson Bill was distributed and discussed. If passed, the Bill would allow voters of a municipality to approve an increase in the library’s funding, currently set at 1/3 of a mill. Councilman Tully brought up the idea of exploring fundraising ideas as well. Discuss followed.

**Adjournment**

**A motion was made by Mrs. Chittum, seconded by Mrs. Phipps, to adjourn the meeting. Meeting was adjourned at 8:55 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary