

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes December 11, 2014

Present:

Grisel Almonte  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Thomas Neats, President  
Charles (Jim) O'Dowd, Trustee Emeritus  
Dr. Nelson Reynoso  
Nancy Sierra, Vice President  
Mary Riskind, Director  
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:30

### Notification of Public Meeting

President Neats read the report on public notification of this meeting.

### Minutes

**A motion was made by Ms. Sierra, seconded by Mrs. Deauna, to accept the November 13, 2014 minutes as circulated. All in favor. Motion carried.**

### Bills

**A motion was made by Mrs. Chittum, seconded by Mrs. Almonte, to approve the December 2014 bill list. All in favor. Motion carried.**

### Correspondence

Requests for permission to use the Library's meeting room were received from: Davis Court Condominium Association, located in Bergenfield, for their quarterly meetings; Willett Court Condominium Association, also located in Bergenfield, for their quarterly meetings; and the writer's group, For the Love of Words, has requested continuation of their regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month for 2015.

**A motion was made by Ms. Sierra, seconded by Mrs. Chittum, to approve the three requests to use the Library's facilities for meetings in 2015. All in favor. Motion carried.**

### President's Report

Mr. Neats has been attending Story Times and mentioned that Viviana Valentino, a volunteer who has been conducting the Spanish story times, is doing a nice job. He suggested sending a thank you card. Mrs. Riskind mentioned that Mrs. Valentino actually started the Spanish story times before staff took over. Mr. Neats also thanked the Board of Trustees who served this past year and in particular Ms. Sierra, who asked not to be reappointed, and Mrs. Deauna, who has requested another term.

### BCCLS and Friends

Mrs. Almonte attended the Friends Annual meeting. The officers were installed and committee officers were appointed. The Friends earned approximately \$250 from the Dining-to-Donate fundraiser at Matthews Diner.

Mrs. Riskind reported that after the first of the year patrons will be able to access a new on-line magazine database called Zinio. The collection consists of approximately 250 titles out of about 20,000 available titles. The downloaded magazine does not expire. There is a nice balance of titles from foreign language, crafts, woman's magazines, etc. Unfortunately, there are titles that are not offered by the subscription service. Cindy Tavlin from the Reference Department will offer a program instructing patrons how to use Zinio. The committee to select a new Executive Director of BCCLS will begin the first round of interviews in January. Mrs. Riskind reported that Robert White's contract was extended to June 30, 2015.

### Building & Grounds

Mrs. Riskind mentioned that we have been experiencing some heating issues with two HVAC units that service the Administration, YA and Reference areas.

### Finance Committee

The financial summary was distributed and discussed. The 2013 audit was also distributed. The Board has reviewed the audit statement for 2013. The only recommendation was the procedure for handling returned and voided checks. Funds have to be returned back into the budget line and has been corrected.

### Personnel

Mrs. Riskind reported that interviews to fill the vacant part-time library assistant in the Children's department were completed. We have a viable candidate who has experience working in Children's services and are awaiting her acceptance.

### Policy

The Video Surveillance Policy was reviewed by our attorney, Eric Steinberg. He has made a few minor clarifications to the policy. The revised policy was distributed and reviewed.

**A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the Video Surveillance Policy as amended. All in favor. Motion carried.**

### Strategic Planning

Dr. Reynoso will chair the next Strategic Planning Committee meeting to discuss the goals that have been accomplished. The meeting date has been scheduled for Monday, February 2<sup>nd</sup>.

### Director's Report

Mrs. Riskind revised the 2015 Proposed Budget to include the Board's comments. Revised sections were distributed to Trustees and discussed.

Mrs. Riskind wanted to make the Board aware that staff has met with the Union reps and a request for negotiations to start may be coming soon.

The Library's electronic newsletter was distributed recently. An update will be sent out shortly highlighting 2014 accomplishments and programs. Mrs. Riskind highlighted the Gaming @ Your Library program Bobby Huber conducted the last weekend in November. There were 170 attendees.

Don Hansen is working with Literacy New Jersey to develop a pilot program to train ESL tutors to conduct conversation groups, a format used by our Library for some time. The Library will receive grant money from Literacy NJ in 2015 for this program. Mrs. Riskind is looking into other small grant opportunities that are available. Grants for the operating budget, such as purchasing books, generally do not exist.

### Trustee Education

The New Jersey Library Trustee Association Self-evaluation and Individual self-evaluation was distributed and discussed. Mr. Neats asked Trustees to complete the Self-evaluation form and bring to the next meeting. Mr. Neats will compile a summary.

### Old Business

No report.

### New Business

The 2015 Board of Trustee Meetings schedule was distributed.

**A motion was made by Mrs. Deauna, seconded by Mrs. Almonte, to accept the 2015 Board of Trustee Meetings schedule as presented. All in favor. Motion carried.**

National Maintenance Service Inc. agreed to continue cleaning services for 2015 at the current rate. Mrs. Riskind recommends continuing the contract with National Maintenance Service Inc. for the next year.

**A motion was made by Mrs. Almonte, seconded by Ms. Sierra, to award the contract for 2015 cleaning services to National Maintenance Services Inc.**

Mayor Schmelz	Absent	Tom Neats	Yes
Barbara Chittum	Abstain	Charles (Jim) O'Dowd	Trustee Emeritus
Marcela Deauna	Yes	Laurie Phipps	Absent
Nancy Sierra	Yes	Nelson Reynoso	Yes
Michael Kuchar	Absent	Lucille Tendler	Yes
Christopher Langschultz	Absent	Christopher Tully	Absent

The Copier Service Contract will be discussed at the January 2015 meeting.

**Public Portion**

No report.

**Adjournment**

**A motion was made by Mrs. Chittum, seconded by Mrs. Deauna to adjourn.**

Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary