

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes February 20, 2014

Present:

Barbara Chittum, Recording Secretary  
Thomas Neats, President  
Charles (Jim) O'Dowd, Trustee Emeritus  
Nelson Reynoso  
Nancy Sierra, Vice President  
Lucille Tendler  
Mayor Norman Schmelz  
Christopher Tully, Council Liaison  
Mary Riskind, Director  
Evelyn Rizzo, Administrative Secretary

The February 13, 2014 meeting was rescheduled for February 20, 2014 due to inclement weather.

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

### **Notification of Public Meeting**

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

### **Minutes**

**A motion was made by Mrs. Tendler, seconded by Mayor Schmelz, to accept the January 9, 2014 minutes as circulated. All in favor. Motion carried.**

### **Bills**

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

### **Correspondence**

A letter was read from the Jersey City Library thanking the Bergenfield Library for selling them the Minolta Microfilm Reader-Printer for the agreed sum of \$1.00 for use in their New Jersey Room.

### **President's Report**

Mr. Neats was in communication with Mrs. Riskind regarding snow closings.  
Mrs. Riskind and Mr. Neats met with Councilwoman Kathleen Sahlberg and toured the Library.  
Mr. Neats has been informed of the progress of interviews for the part-time maintenance position.

### **BCCLS and Friends**

A flyer inviting Directors and Trustees to a BCCLS workshop held at Closter Library on March 27<sup>th</sup> at 10:00 was distributed. This workshop is sponsored by the BCCLS Advocacy Services and CALM Committees. Please respond to Evelyn Rizzo by March 21<sup>st</sup> if you wish to attend. Mrs. Tendler also asked Trustees to mark their calendars for a Trustee workshop also at the Closter Library on May 14<sup>th</sup> at 7:00 pm. This workshop is being sponsored by a group from New Jersey Library Trustee Association. More information will follow.

The Friends Dining to Donate fundraiser ends tonight at Matthews Diner.

### **Building & Grounds**

East-West Electrical Contractors was called to fix numerous lights in the Library.

### **Finance Committee**

The financial summary was distributed and discussed.

### Personnel

Mrs. Riskind reported that the background check has delayed finalizing the part-time maintenance position.

### Policy

Discussed under New Business.

### Director's Report

Mrs. Riskind reported that the Library received the BCCLS six month reciprocal check in the amount of \$4,382.00.

Mrs. Riskind reported that the Library will finally cut-over to the Board of Education's telephone system tomorrow. The phones were installed today. The Library's extensions are now 4 digits. You must dial a "2" before the existing extensions.

The budget hearing with the Borough has been rescheduled to March 10<sup>th</sup> at 7:00 pm due to snow. Trustees are encouraged to attend.

An invitation to the Library's "Dear Bergenfield" program on April 6<sup>th</sup> was included in tonight's packet. This program is funded by the grant the Library received from the Center for the Book in celebration of New Jersey's 350<sup>th</sup> anniversary. Guest readers, including some Trustees, will read letters that were written by soldiers from World War II. There will also be a presenter giving a brief history of Bergenfield in World War II. A reception will follow.

### Trustee Education

An e-mail from BCCLS concerning Library Trustee Continuing Education Requirements was distributed and discussed. Trustee Education forms should be forwarded to Mrs. Riskind after completing any BCCLS programs or other trustee education programs. This information is needed for the State Aid report.

### Old Business

No report.

### New Business

Committee Assignments were distributed. The Strategic Planning Committee was added. There were no other changes to existing committees.

The proposed Nepotism Policy was discussed. There were a few revisions the Board felt should be included in the policy. The Board suggested asking Eric Steinberg, the Library's attorney, to review the policy after it has been revised. Approval will follow after attorney review.

The O'Neill Contracting HVAC Maintenance Agreement for 2014 – 2015 was distributed and discussed. O'Neill Contracting had kept the same price for the past two years. The price for the 2014 – 2015 agreement rose slightly.

**A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to accept the O'Neill Contracting HVAC Maintenance Agreement for 2014 – 2015 as submitted. All in favor. Motion carried.**

### Public Portion

No report.

### Adjournment

**A motion was made by Ms. Sierra, seconded by Mr. Reynoso to adjourn.**

Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary