

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
February 12, 2015

Present:

Grisel Almonte
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Christopher Langschultz, Alternate, Superintendent of Schools
Thomas Lodato, Council Liaison
Thomas Neats, President
Charles (Jim) O'Dowd, Trustee Emeritus
Laurie Phipps
Dr. Nelson Reynoso, Vice President
Jay Shiner
Mayor Norman Schmelz
Mary Riskind, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:35

Notification of Public Meeting

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

Minutes

A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to accept the January 8, 2015 minutes as circulated. All in favor. Motion carried.

Bills

A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to approve the February 2015 bill list. It was noted that the final bill for United Water bill was increased by \$1.23. All in favor. Motion carried.

Correspondence

A letter from Lucille Tandler expressing her regret for having to resign from the Board of Trustees and thanking the Board for her farewell reception was read.

A letter from attorneys for the Estate of Frances Taylor was read naming the Bergenfield Library as beneficiary of a bequest of cash in the amount of \$25,000. The Gifts Policy was distributed and the endowment section was read.

A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to accept the generous offer of \$25,000 from the Estate of Frances Taylor. A letter of acknowledgment should be sent to the attorney along with the completed form as requested. All in favor. Motion carried.

President's Report

Mr. Neats has spoken with staff and they have said that Sunday circulation has increased due to the anticipated Monday snow storms. Attendance at several Library programs have suffered because of the weather. Mr. Neats attended a recent Story Time and noticed that the attendance has started to increase.

BCCLS and Friends

Mrs. Riskind reported that selection of the new Executive Director of BCCLS, Marie Coughlin, was approved by the BCCLS Executive Board. Her starting date is Monday, March 2nd. Ms. Coughlin plans to visit all BCCLS libraries during her first three months of employment.

The next Friends Dining-to-Donate is February 19th and 20th at Tommy Fox's. Mr. Neats mentioned that the Lions Club is having their Brotherhood dinner and the Friends of the Library have been invited to attend. Mrs. Riskind reported that BCCLS is sponsoring a series of Friends Talk programs. The programs are intended to support existing Friends groups and help libraries who are trying to establish a Friends organization. Linda Mohr, our Friends president, spoke at the first program held here at Bergenfield which dealt with the role and mission of the Friends of the Library. The turn-out was fabulous and discussions were very interesting. Future programs will focus on membership development, fundraising and financial best practices.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed.

Personnel

No report.

Policy

No report.

Strategic Planning

Dr. Reynoso reported that the meeting was rescheduled to March 2nd due to snow.

Director's Report

Mrs. Riskind is working on the State Aid report for the State Library. Trustee Continuing Ed reports should be submitted to Mrs. Riskind to be included in the report. Altogether there must be as minimum of 7 hours of continuing education for Trustees to satisfy State Aid requirements. NJLA is advocating for an increase in state aid funding following the drastic cut in 2010. Trustees are urged to sign the online petition which will be sent to the Governor's office showing your support for an increase in per capita state aid for libraries. The Library received the net-lending check from BCCLS for approximately \$4,400 covering the second half of last year.

Literacy New Jersey and Don Hansen, Bergenfield Library's ESL Coordinator, have developed a standardized course to train new leaders to conduct conversation groups. Bergenfield's tutors will run a pilot group on March 14th.

Trustee Education

The 1986 Supplementary Insert governing the tax levy for one-third of a mill evaluation funding was distributed and summarized. More details to follow.

Old Business

A request for renewal of the HVAC maintenance contract covering the period of March 15, 2015 to March 15, 2016 was received from O'Neill Contracting. The renewal rate is \$3,972, the same as the last contract.

A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to authorize Mrs. Riskind to sign the renewal of the HVAC maintenance contract with O'Neill Contracting for the period covering March 15, 2015 to March 15, 2016 in the amount of \$3,972. All in favor. Motion carried.

A sub-committee for the newly created Lucille Tandler Community Service Award needs to be formed to develop basic criteria for requirements of who should receive this award. This will be discussed further at the next meeting.

New Business

The 2015 Committee appointments were distributed and discussed.

Public Portion

No report.

Adjournment

A motion was made by Mr. Langschultz, seconded by Mrs. Phipps to adjourn.

Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary