

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes January 9, 2014

Present:

Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Christopher Lanschultz, Alternate, Superintendent of Schools
Thomas Neats, President
Charles (Jim) O'Dowd, Trustee Emeritus
Laurie Phipps
Nelson Reynoso
Norman Schmelz, Mayor
Nancy Sierra, Vice President
Lucille Tendler
Christopher Tully, Council Liaison
Mary Riskind, Director
Evelyn Rizzo, Administrative Secretary

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.

Oath of Office

Mr. Neats administered the Oath of Office to Nelson Reynoso who was reappointed as Trustee of the Bergenfield Public Library.

Minutes

A motion was made by Ms. Sierra, seconded by Mrs. Tendler, to accept the December minutes as circulated. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mrs. Phipps, to approve the December 31, 2013 amended bill list. All in favor. Motion carried.

Correspondence

No report.

President's Report

Mr. Neats reported that he and Mrs. Riskind met with Mayor Schmelz for a tour of the Library. Mr. Neats attended the Friends meeting. The Friends acknowledged the card from the Board of Trustees thanking them for everything they do for the Library.

BCCLS and Friends

The BCCLS Advocacy Committee meeting was postponed. Mrs. Tendler should have a better sense of programming at the February Board meeting. Mrs. Tendler mentioned that the State Library has increased the minimum required hours for Trustee Education from three to seven hours per library.

The Friends' Growing Tree fundraiser did not produce as much revenue as they had hoped. The Friends will purchase the projector for the Children's room from other funds.

The next Dining-to-Donate fundraiser will be held at Matthew's Diner on Tuesday, February 18th through Thursday, February 20th from 6 am until midnight. Please come out and support the Friends. The Friends purchase items outside the normal budget from these fundraisers.

Building & Grounds

Mrs. Riskind reported that we are still waiting for the phone system to cut over to the Board of Education's FIOS network.

Mrs. Riskind prepared a Capital Budget request for the security system and forwarded it to the Borough. There has been no further communication.

Finance Committee

The financial summary was distributed and discussed.

Personnel

Mrs. Riskind updated the Board on filling the part-time maintenance position.

Mrs. Riskind reminded the Board of her recommendation to redirect funds from the full-time maintenance position to create a full-time Librarian Intern position in the Children's department. There are people who are actively recruiting Children's personnel from our Library. The Children's department is one of the busiest in the Library and needs to be supported.

A motion was made by Mrs. Phipps, seconded by Ms. Sierra, to authorize Mrs. Riskind to offer the full-time Librarian Intern position to the person most qualified to fill this position with a start date in February to be determined by the Library. All in favor. Motion carried.

Policy

No report.

Director's Report

The Annual Report was distributed.

Mrs. Riskind received a phone call from Cynthia Harris of the Jersey City Public Library thanking the Bergenfield Library for the Minolta microfilm/fiche reader for their New Jersey Room.

Despite the weather, the Library managed to stay open as much as possible. Country Green Landscaping is doing an excellent job keeping the Library clear of snow and ice.

NJLA's statement on Charging for Public Library Services was distributed and discussed. NJLA is against charging fees for public library services that are paid with taxpayer money. BCCLS By-Laws also states that libraries cannot charge for library services. Some libraries have been charging for services such as out of town materials, computer use, or story times. Mrs. Riskind responded to questions about services for which Bergenfield Library does charge, such as photocopying and notary.

Dr. Bryan Meadows, a professor from Fairleigh Dickinsen University who is compiling a research paper on our ESL program, has asked for a one month extension to finish his project.

Trustee Education

Mrs. Riskind summarized the reasoning for administering the Oath of Office to Trustees.

Old Business

No report.

New Business

Reorganization

Election of 2014 Officers:

Mrs. Tendler nominated Mr. Neats to be President, seconded by Mayor Schmelz. There being no further nominations, Mr. Neats was elected as President.

Mrs. Chittum nominated Ms. Sierra to be Vice President, seconded by Mrs. Phipps. There being no further nominations, Ms. Sierra was elected as Vice President.

Ms. Sierra nominated Mrs. Chittum to be Recording Secretary, seconded by Mr. Reynoso. There being no further nominations, Mrs. Chittum was elected as Recording Secretary.

Mrs. Phipps nominated Mrs. Deauna to be Treasurer, seconded by Mrs. Tendler. There being no further nominations, Mrs. Deauna was elected as Treasurer.

Committee appointments will be discussed at the February 2014 Board meeting.

In accordance with New Jersey Public Contracts Law, the following resolutions were presented: to authorize the library director to act as purchasing agent for the Library; to award the contract to purchase books and publications; to award the contract to purchase audiovisual materials; and to award the contract to purchase periodicals.

After reading the resolution, a motion was made by Mrs. Tendler, seconded by Mrs. Chittum, to appoint the library director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000. All in favor. Motion carried.

After reading the resolution, a motion was made by Mrs. Phipps, seconded by Mrs. Deauna, to award the Contract to Purchase Books and Publications in the amounts specified to Baker & Taylor, Inc. and Brodart Books and Library Services. All in favor. Motion carried.

After reading the resolution, a motion was made by Ms. Sierra, seconded by Mrs. Chittum, to award the Contract to Purchase Audiovisual Items in the amounts specified to Baker & Taylor Entertainment, Inc. All in favor. Motion carried.

After reading the resolution, a motion was made by Mrs. Deauna seconded by Mr. Langschultz, to award the Contract to Purchase Periodicals in the amounts specified to EBSCO Subscription Services and Tenakill News Service. All in favor. Motion carried.

A resolution to authorize the Library's Depository for Library Funds was presented. Oritani Bank is the designated depository, two of three authorized signatories are required to sign each check and monies received by the Library are to be deposited within 48 hours of receipt.

A motion was made by Mr. Langschultz, seconded by Mr. Reynoso, to approve the corrected resolution authorizing Oritani Bank as the designated depository for the Library, two of three authorized signatories are required to sign each check and monies received by the Library are to be deposited within 48 hours of receipt as presented. All in favor. Motion carried.

Each year the Library must certify that it is in compliance with BCCLS requirements for membership in the consortium, which include State Aid requirements. Mrs. Riskind verified that the Bergenfield Library is in compliance.

A motion was made by Mrs. Tendler, seconded by Mrs. Chittum, recommending Mr. Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.

Public Portion

No report.

Adjournment

A motion was made by Ms. Sierra, seconded by Mrs. Chittum to adjourn.

Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary