

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes January 8, 2015

Present:

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

President Neats called the meeting to order at 7:40

Notification of Public Meeting

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

Mr. Neats welcomed everyone for the 2015 Board meetings.

Oath of Office

Mayor Schmelz administered the Oath of Office to Jay Shiner who was newly appointed and Marcela Deauna who was reappointed as Trustees of the Bergenfield Public Library.

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to re-appoint Charles (Jim) O'Dowd as Trustee Emeritus for the 2015 calendar year. All in favor. Motion carried.

Minutes

A motion was made by Dr. Reynoso, seconded by Mrs. Phipps, to accept the December 11, 2014 minutes as circulated. All in favor, with the exception of Jay Shiner, who abstained. Motion carried.

Bills

A motion was made by Mrs. Deauna, seconded by Mrs. Phipps, to approve the December 31, 2014 bill list. Discussion followed regarding the process of approving bills. All in favor. Motion carried.

Correspondence

No report.

President's Report

Mr. Neats reported that he met with Mrs. Riskind and Mr. Shiner prior to Mr. Shiner being appointed to the Board of Trustees. Mr. Neats also met with Mr. Tully to discuss Mr. Lodato being appointed to the Board as the Council Liaison.

BCCLS and Friends

Mrs. Riskind reported that interviews for the new Executive Director for BCCLS will begin the week of January 12th.

Building & Grounds

Mrs. Riskind reported that the HVAC units which service the Administration, YA and Reference areas seem to be working.

Every so often a patron complains about not having a water fountain. There has not been a water fountain since the 1990's. Cups are available for tap water. Patrons are allowed to bring bottled water into the Library but not by the computers. It was suggested the Library should not consider installing a water fountain since there hasn't been one in over 20 years. There was a suggestion to look into the possibility of getting a vending machine for bottled water.

Finance Committee

The financial summary was distributed and discussed.

Strategic Planning

Dr. Reynoso will chair the Strategic Planning Committee meeting scheduled for Monday, February 2nd to discuss the goals and targets that have been accomplished.

Personnel

The vacancy for new part-time library assistant in the Children's department has been filled.

Policy

No report.

Director's Report

Mrs. Riskind welcomed our new Trustee, Jay Shiner, and Council Liaison, Thomas Lodato. She expressed appreciation for the support of the Borough Council and Council President Chris Tully over the past years.

The Friends asked to have a link from the Library's web-site to Amazon for which they would receive a small percentage of the proceeds. The Friends already have a link on their web-site and have distributed this information to the Friends but would like to make it more public. Discussion followed. The Board felt that it was not appropriate to link a commercial enterprise with the Library. Mrs. Riskind will discuss the Board's comments with the Friends.

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to table this discussion.

Michael Birkner, a former Bergenfield resident, wrote a book entitled *A Country Place No More* about Bergenfield. There was a recent article about the book in the Twin-Boro. After the article was published, a few patrons came to the Library thinking we had copies of the book for sale. Mr. Birkner spoke to the Reference desk shortly after and said he would be willing to turn over the rights of the book to the Library and inquired whether the Library would be interested in selling the book as a fundraiser. The Library would be responsible for the cost of publishing copies of the book. Discussion followed. Mr. Neats suggested mentioning this endeavor to the Friends to see if they had any interest.

A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, not to accept Michael Birkner's offer for the Library Trustees and to offer the Friends the opportunity. All in favor. Motion carried.

Trustee Education

A summary of insurance coverage for the Bergenfield Library from GJEM-Otterstedt Insurance Agency, the Borough's Risk Manager, was distributed and discussed.

Old Business

No report.

New Business

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. Chittum, seconded by Mrs. Deauna, 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 Mayor Schmelz, 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 Mr. Shiner, seconded by Mrs. Phipps, 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. Phipps seconded by Dr. Reynoso, 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 Mayor Schmelz, seconded by Mrs. Deauna, to approve the 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. Phipps, 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.

A summary of the copy machine proposals was distributed. Pro-Copy, our current vendor, was the lowest bidder and submitted two options. Option A is to lease all three new copiers, one color for staff and two black and white for the public. Option B is to lease one new color copier for staff and keep the current two public black and white copy machines and coin boxes. Pro-Copy is assuming the cost of maintenance for the copiers and coin boxes for the length of the lease. Discussion followed. Mrs. Riskind recommends awarding the contract to ProCopy, our current vendor, opting for Option B.

A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to accept Option B from Pro-Copy Inc. for the copy machine contract. All in favor. Motion carried.

Reorganization

Election of 2015 Officers:

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

Mrs. Deauna nominated Dr. Reynoso to be Vice President, seconded by Mayor Schmelz. There being no further nominations, Dr. Reynoso was elected as Vice President.

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

Mrs. Phipps nominated Mrs. Chittum to be Recording Secretary, seconded by Mrs. Deauna. There being no further nominations, Mrs. Chittum was elected as Recording Secretary.

Committee appointments will be discussed at the February 2015 Board meeting.

Public Portion

No report.

Adjournment

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

Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary