

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes June 12, 2014

Present:

Barbara Chittum, Recording Secretary  
Christopher Lanschultz, Alternate, Superintendent of Schools  
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

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 Ms. Sierra, to accept the May 8, 2014 minutes as circulated. All in favor. Motion carried.**

### **Bills**

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

### **Correspondence**

No report.

### **President's Report**

Mr. Neats thanked the Board members who participated in the Memorial Day parade. Mr. Neats attended a Barrier Free committee meeting with Mrs. Riskind, and also observed the security system that had been installed.

Mr. Neats also thanked the Board members who participated in the *Remembering Philippine Independence* program. A special thank you goes to Mrs. Deauna for all her work in planning this event. He also thanked Mayor Schmelz for speaking at the program.

### **BCCLS and Friends**

Mrs. Tendler reported that the Friends raised approximately \$900 from the basket raffle. Mrs. Phipps was instrumental in obtaining donations for the kosher baskets which were very popular. She also provided another avenue to reach the public – The Jewish Link of Bergen County. Mrs. Riskind mentioned staff computer and software needs at the Friends meeting. They have agreed to donate a portion of what is needed. The next Dining to Donate is at Amici's Family Restaurant from June 17<sup>th</sup> through June 19<sup>th</sup>.

The first BCCLS Advocacy Trustee orientation program was held on May 14<sup>th</sup> at the Closter Library.

### **Building & Grounds**

The security system was installed. APG still needs a part to integrate the existing analog cameras into the new system. The Library received \$10,000 from the Borough in Capital Funds. Mrs. Riskind requested approval to pay the remaining balance of approximately \$2,200 from the Library's Capital Improvement bank account. \*

\*[Exact amount is \$2,128.96. Added June 25, 2014]

**A motion was made by Mrs. Tendler, seconded by Mrs. Chittum, approving payment of the remaining balance for the security system from the Library’s Capital Improvement Fund.**

<b>Mayor Schmelz</b>	<b>Yes</b>	<b>Tom Neats</b>	<b>Yes</b>
<b>Barbara Chittum</b>	<b>Yes</b>	<b>Charles (Jim) O’Dowd</b>	<b>Trustee Emeritus</b>
<b>Marcela Deauna</b>	<b>Absent</b>	<b>Laurie Phipps</b>	<b>Absent</b>
<b>Nancy (Eike) Sierra</b>	<b>Yes</b>	<b>Nelson Reynoso</b>	<b>Yes</b>
<b>Michael Kuchar</b>	<b>Absent</b>	<b>Lucille Tendler</b>	<b>Yes</b>
<b>Christopher Langschultz</b>	<b>Yes</b>	<b>Christopher Tully</b>	<b>No vote</b>

**All in favor. Motion carried.**

Mrs. Riskind has contacted our attorney, Eric Steinberg, asking if we need to post video surveillance signs. Mr. Steinberg felt that as long as the Board stipulated that it was a policy to have video surveillance and the policy is posted in the usual places, the Library is not required to post signs. A policy for security cameras is being drafted. Since there may be liability issues with posting signs, Mrs. Riskind also intends to speak to someone at the JIF to make sure that we are in compliance with any Borough requirements. Councilman Tully will also speak to William Senande, the Borough Administrator, regarding the same. The cameras are motion activated with no audio. Discussion followed.

**Finance Committee**

The financial summary was distributed and discussed.

**Personnel**

Mrs. Riskind announced that Kelli Forzani, from the Children’s Department, completed her Bachelor’s degree, with honors, in speech therapy from William Paterson University.

**Policy**

No report.

**Strategic Planning**

Even though there were only five people who marched in the Memorial Day parade, it still satisfied one of the Strategic Plan’s goals to participate in a community event. The Library’s 2013 Annual Report mentions many accomplishments that were achieved in technology, staff training and more.

Mrs. Tendler thanked Mr. and Mrs. Deauna, Mrs. Riskind, Rosarina Liriano, and Chris Rodriguez who were all instrumental in making the *Remembering Philippine Independence* program such a success. There was music, dancing and food. Various presenters spoke about the history of the Philippines. Former Mayor Rivas and Zaldy Patron, Deputy Consul General of the Philippine Consulate, awarded Mr. O’Dowd with medals for his service in the Philippines during World War II. The next events are Hispanic Heritage Month on September 28<sup>th</sup> and then a Philippine Heritage Month celebration on October 26<sup>th</sup>. More details will follow.

**Director’s Report**

Mrs. Deauna asked Mrs. Riskind to thank the Board on her behalf for all the support she received for the Philippine program.

Mrs. Riskind attended the NJLA conference in Atlantic City, participated in a BCCLS breakfast for new professionals, and attended small group meetings to recruit a new executive director for BCCLS. Discussion followed regarding highlights of the meetings.

The Friends have agreed to donate \$6,500 towards staff computer needs. About \$13,000 would cover everything. Staff will have to do some prioritizing. A flyer to join the Friends of the Library was distributed.

The Children’s and Young Adult departments are gearing up for the Summer Reading Club. Most of the grades, especially for first to fifth grade students, do not have a required reading list but parents will be directed to pick titles for their children according to their reading levels. Leveled reading lists were discussed. The upper grades have much more choice with their summer reading lists. The Library also has lists of suggested titles.

**Trustee Education**

Information on the Open Public Records Act (OPRA) was distributed and discussed.

### **Old Business**

No report.

### **New Business**

A review of the handicapped parking was done with Mrs. Riskind and Jean Kanellopoulos of the Barrier Free committee. The Library would like to designate a handicapped space on Anderson Avenue closest to the corner by the railroad tracks and convert one of the two existing handicapped spaces in the Arlington Avenue parking lot into a public space. This should improve access to the Library for the handicapped. A request will be presented to the Borough Council for approval as one of a number of parking ordinances by Lt. Jerry Stapleton.

**A motion was made by Mr. Langschultz, seconded by Mr. Reynoso, to ask the Borough to consider designating a handicapped space on Anderson Avenue closest to the corner by the railroad tracks and convert one of the existing two handicapped spaces in the Arlington Avenue parking lot to a public space. All in favor. Motion carried.**

**A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to go into Closed Session at 9:00 p.m.**

The meeting was re-opened at 9:13 p.m.

**A motion was made by Ms. Sierra, seconded by Mrs. Tendler, to award the Administrative Secretary an increase of \$750, the same as union members, for the year of 2014 and to award the Library Director an additional paid personal day to be used by the end of 2014 in lieu of any additional compensation. All in favor. Motion passed.**

### **Public Portion**

No report.

### **Adjournment**

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

Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary