

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes

November 12, 2015

Present:

Grisele Almonte  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Thomas Neats, President  
Charles (Jim) O'Dowd, Trustee Emeritus  
Laurie Phipps  
Jay Shiner  
Mayor Norman Schmelz  
Thomas Lodato, Council Liaison  
Allison Moonitz, Director  
Louise Moroses, Head of Children's Department  
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.

### **Public Portion**

The regular order of business was amended to allow a member from the public to speak.

Laura Michelson, a local resident, mentioned that she enjoys the library and children's programs very much, but does not understand the purpose for the cards in the pockets of library materials. Ms. Moroses spoke to the patron regarding her question.

### **Minutes**

**A motion was made by Mr. Shiner seconded by Mrs. Deauna, to accept the October 8, 2015 minutes. All in favor, with the exception of Mayor Schmelz and Mr. Lodato who were not present. Motion carried.**

### **Bills**

**A motion was made by Mrs. Chittum, seconded by Mrs. Phipps, to approve the November 2015 bill list as circulated. All in favor. Motion carried.**

### **Correspondence**

A thank you note from the Schmelz family was read.

### **President's Report**

Mr. Neats reported that our new director, Allison Moonitz, has begun her employment with the library. Mr. Neats also reported that he met with Ms. Moonitz several times before her start date. Mr. Neats thanked Louise Moroses and staff for providing excellent services and programming during the transition.

Mr. Neats attended the New Jersey Education Association conference. He summarized some ideas from the conference which could be applied to the library.

### **BCCLS and Friends**

The BCCLS Library Law workshop is November 19<sup>th</sup> in the Washington Township Library. BCCLS elections for 2016 were held. The director of the Paramus library was re-elected as president of BCCLS. Ms. Moonitz has requested to be on the eBCCLS committee.

The Friends met last week. They do not have a president for next year at this point. They discussed having quarterly meetings instead of every month. The Friends have adjusted their anticipated budget for 2016 making some minor changes. They will continue to fund the Mango language database and the adult programs. The Friends Holiday Marketplace fundraiser will be held on December 10<sup>th</sup> through the 13<sup>th</sup>.

### **Building & Grounds**

Charlie Leschhorn, the previous maintenance person, did a walk-through of the building with Ms. Moonitz. He mentioned a few areas of concern that will need to be addressed in the near future. Major concerns were carpeting, lighting, cracks on the wall by the parking lot and HVAC units that are nearing their end of life. Estimates will be obtained and will be added to the Capital Request budget.

### Finance Committee

The financial summary was distributed and discussed. Discussion of surplus budget money followed. The surplus money is in the salaries/wages and health benefits lines as a result of recent personnel changes. Discussion followed regarding replacing nine (9) outdated computers and obtaining new software. Mr. Neats authorized Ms. Moonitz and Mr. Langschultz to research the cost to purchase the nine (9) additional computers.

### Personnel

The ad for a part-time maintenance person was placed on the BCCLS website. It will run in the Twin Boro News with 30 day on-line access through NorthJersey.com. A part-time circulation library assistant has submitted her two (2) week notice. This position will also need to be filled.

### Policy

No report.

### Strategic Planning

Ms. Moroses reported that the Children's department will have a program to celebrate, Flat Stanley's, birthday on November 15<sup>th</sup> instead of the program originally scheduled for the Strategic Planning Committee. Flat Stanley is a popular storybook character. The Strategic Planning Committee program, "One Town Many Stories" will be held on March 20<sup>th</sup>, 2016.

### Director's Report

Ms. Moonitz met with the Borough Administrator, Corey Gallo. Mr. Gallo's goal is to have an overall budget for 2016 approved in a timelier manner than the 2015 budget. Ms. Moonitz has submitted a draft of the proposed 2016 budget with the understanding that the budget is subject to Board approval.

### Trustee Education

The BCCLS Trustee Education program, The Essentials of Library Law presented by Michael A. Cerone, Jr., will be discussed at the next meeting.

### Old Business

Mrs. Chittum distributed the eligibility criteria and application form for the Lucille Tendler Community Service Award to the Board. Discussion followed regarding the timeline. Applications will be accepted through January 10<sup>th</sup>, and discussed at the January 14<sup>th</sup>, 2016 meeting. Final review will be on the February 11<sup>th</sup>, 2016 meeting. The award will be presented at the Strategic Planning Committee Multi-Cultural program on March 20<sup>th</sup>, 2016.

### New Business

The 2016 Board of Trustees meeting schedule was presented.

**A motion was made by Mrs. Deauna, seconded by Mayor Schmelz, to approve the Board of Trustees meeting schedule for 2016 as presented. All in favor. Motion carried.**

Discussion regarding adding Allison Moonitz and removing Louise Moroses as bank signatories with Oritani Bank followed. The current signatories are Ms. Moroses, Mr. Neats (president) and Mrs. Deauna (treasurer).

**A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to update the signatory list deleting Ms. Moroses and adding Ms. Moonitz to the Oritani Bank signatures keeping the treasurer and president the same.**

Mr. Shiner suggested keeping the four (4) signatories as a back-up.

**Mrs. Phipps amended her previous motion, to add Ms. Moonitz to the list of existing signatories with Oritani Bank, without removing Ms. Moroses. Two signatures are required on the checks. All in favor. Motion carried.**

The 2016 Proposed Budget and Capital Budget request were discussed. Estimates for replacing HVAC units that are coming to the end of their life and repairing the crack in the retaining wall by the parking lot need to be added to the Capital Budget request.

**A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to approve the revised 2016 Proposed Budget to reflect upgrading technology, restoring both staffing hours and funds for the collection to their previous levels. The Capital Budget Request will be amended to include carpeting, mason work to repair the wall by the parking lot and HVAC upgrade for units coming to their end of life. All in favor. Motion carried.**

**Public Portion**

See above.

**Adjournment**

**A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to adjourn the meeting. Meeting was adjourned at 9:20 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary