

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes October 9, 2014

Present:

Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Thomas Neats, President  
Charles (Jim) O'Dowd, Trustee Emeritus  
Nelson Reynoso  
Nancy Sierra, Vice President  
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 Ms. Sierra, to accept the September 11, 2014 minutes as circulated. All in favor. Motion carried.**

### **Bills**

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

### **Correspondence**

No report.

### **President's Report**

Mr. Neats thanked the members of the Hispanic Heritage month committee who worked on the Hispanic Heritage presentation. Mr. Reynoso expressed appreciation for the food donated by local restaurants: Empanada Mania, Chapala Grill and Lula's. Mr. Neats thanked the Board members for attending the reception for Lucille Tandler, recognizing her volunteer efforts for the Library and many other community and county groups. The Board created an award called the *Bergenfield Library Board of Trustees Lucille Tandler Community Service Award*. Criteria must be finalized. Mr. Neats will discuss the Library Trustee Institute he attended under Trustee Education.

### **BCCLS and Friends**

There was a great turn-out for the BCCLS Friends 35<sup>th</sup> Anniversary Breakfast on October 1<sup>st</sup>, the date of the inception of the BCCLS consortium. There were over 340 attendees. Bergenfield had 24 attendees which is a record. BCCLS raised approximately \$5,000 for the scholarship fund. Mrs. Riskind mentioned that West Orange has applied for membership in BCCLS.

Mrs. Riskind sent thank-you letters to the Friends for their help with Mrs. Tandler's reception. The Friends basket raffle will begin next week. The drawing will be December 4<sup>th</sup>. The next Dining-to-Donate fundraiser will be at Matthews Diner on November 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>. Please try to attend for either breakfast, lunch or dinner. The Friends will receive 20% of the check.

### **Building & Grounds**

Mrs. Riskind mentioned there is a problem with the thermostat in the Friends room. O'Neill Contracting has been called to meet with Chris Kelly, our maintenance person. Chris is in the process of obtaining shrubs for the planters.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

Mrs. Riskind reported that another person from staff is leaving for a full-time position in Teaneck Library. The promotion process to Principal Library Assistant for three people on staff has begun. We are in the process of interviewing for an entry level Library Assistant position. The promotions and hiring of an entry level Library Assistant are a result of Nancy Caccavone's retirement.

### **Policy**

No report.

### **Strategic Planning**

Discussed under Old Business.

Filipino Heritage Month Celebration is Sunday, October 26<sup>th</sup> between 2:00-4:00. Mrs. Deauna is in the process of finalizing the program. Members of the Hispanic Heritage Committee have offered to help with the presentation. As mentioned before, the program will concentrate on the history of the Philippines.

### **Director's Report**

BCCLS plans to make sure that every member library has access to current technologies. New online subscriptions that will be available to our patrons are Zinio, which is a magazine database, and Hoopla, a service that will enable patrons to stream films. People have commented that all library materials will be electronic. Data shows, however, that use of eBooks is only approaching 3% of the total circulation for the entire BCCLS consortium. Collection HQ, another online tool, will enable staff to run reports to analyze the collection. LEAP, a new web client, will handle most circulation transactions, such as weeding, from mobile devices. Constant Contact will replace Listservs available through BCCLS.

### **Trustee Education**

Mr. Neats summarized information from the Trustee Institute.

### **Old Business**

At this point, we need to review and update the Strategic Plan.

The Capital Budget also needs to be updated. Mrs. Riskind will begin asking staff for suggestions. The Board asked Mrs. Riskind to prepare a draft of staff recommendations for review at the November meeting.

### **New Business**

The proposed schedule for 2015 Library Closings and Holidays was presented.

**A motion was made by Mr. Reynoso, seconded by Ms. Sierra, to approve 2015 Library Closings and Holidays as presented. All in favor. Motion carried.**

### **Public Portion**

Jessica Lavayen, from Bergen Community College, and her friend, Milton Demetriadis, attended the meeting. Ms. Lavayen needed to attend a public meeting for a school assignment. Ms. Lavayen did not realize that libraries are governed by a Board of Trustees and have public meetings. She was impressed with the different programs that are offered through BCCLS. She was also impressed that libraries are keeping up with technology and social media.

### **Adjournment**

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

Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary