

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes September 11, 2014

Present:

Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Christopher Langschultz, Alternate, Superintendent of Schools  
Thomas Neats, President (arrived 8:00)  
Charles (Jim) O'Dowd, Trustee Emeritus  
Nelson Reynoso  
Nancy Sierra, Vice President  
Lucille Tendler  
Mayor Norman Schmelz (arrived 8:10)  
Christopher Tully, Council Liaison (arrived 8:15)  
Mary Riskind, Director  
Evelyn Rizzo, Administrative Secretary

Vice President Sierra called the meeting to order at 7:35 p.m, while President Neats attended the 9/11 Memorial Service at the Borough along with the Mayor and Councilman Tully. The meeting was turned over to President Neats at 8:00 p.m. upon his arrival.

### **Notification of Public Meeting**

Vice President Sierra read the report on public notification of this meeting.

### **Minutes**

**A motion was made by Mrs. Tendler, seconded by Mr. Langschultz, to accept the June 12, 2014 minutes as circulated. All in favor. Motion carried.**

### **Bills**

**A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the September 2014 amended bill list. All in favor. Motion carried.**

### **Correspondence**

Several students on the autistic spectrum from Tri-Valley School volunteer at the Library as part of a program to introduce them to the work world. The Library received Certificates of Recognition for our participation in the program.

### **President's Report**

Mr. Neats gave his report when he arrived after the 9/11 Memorial Service.

### **BCCLS and Friends**

Mrs. Tendler reported BCCLS is celebrating its 35<sup>th</sup> anniversary. BCCLS will hold a celebration at the Friends breakfast on October 1<sup>st</sup> at Season's Restaurant. We have 23 people attending from Bergenfield which is a new record.

Many new members have been attending the Friends meetings.

### **Building & Grounds**

Mrs. Riskind reported that the Library will be going out to bid for copy machines shortly.

Mrs. Riskind is planning to ask Country Green if they would provide snow removal services at the same rate as previous years.

There are two planters in the front of the building that were built to help prevent soil erosion down the incline towards the sidewalk. The Library is planning to plant low bushes in them. Discussion followed on some other suggestions of what to plant.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

Mrs. Riskind summarized personnel changes that will take place due to the retirement of Nancy Caccavone. Reallocation of her responsibilities is planned, as well as promotions in the Circulation and Children's departments. Mrs. Caccavone's position will be replaced at an entry level library assistant. Anyone on staff who is currently eligible to apply for the full-time entry level library assistant position will be notified of the opening.

### **Policy**

No report.

### **Strategic Planning**

The next event is Hispanic Heritage Month on Sunday, September 28<sup>th</sup> between 2:00-4:00. This will be a family oriented program. Plans include playing traditional folk music and telling traditional folk tales. Philippine Heritage Month celebration is on Sunday, October 26<sup>th</sup> between 2:00-4:00. Mrs. Deauna is contacting people in the Filipino community to arrange the program. This program will concentrate on the history of the Philippines with a film presentation. Mrs. Deauna is reaching out to the younger generation to talk about Filipino culture.

### **President's Report**

Mr. Neats asked for a moment of silence in observance of the 9/11 remembrance.

Mr. Neats plans to attend the Library Trustee Institute on Saturday, September 13<sup>th</sup> and will report back next month.

The recent Twin-Boro letters to the editor were discussed.

### **Director's Report**

Mrs. Riskind mentioned that the Friends of the Library received a \$500 grant from Oritani Bank to help support Mango Languages.

The auditor was here. Everything is in order. The auditor made suggestions to improve the reporting process for voided checks.

Verizon has both the Library and the Borough phone numbers listed incorrectly in their new phone book and information (411). Mrs. Riskind assured the Board that the Library's main phone number is still 201-387-4040. We have been sending out messages to patrons, using different venues.

Mrs. Riskind received notification that we will receive \$13,959 from State Aid. This is slightly less than the Library received last year which was \$14,071. This is probably due to the reduction in the State Library's budget.

The Library did not submit a Capital Budget request this year. A new Capital Improvement Plan needs to be developed to prioritize what is needed most.

Robert White, the Executive Director of BCCLS is planning to retire. Mrs. Riskind is currently serving on the committee to hire a new Executive Director. This is a huge responsibility and an exciting process. The committee has hired a consultant. There have been numerous small group meetings with directors and BCCLS staff. The recruiting process will now begin. Selection of the new Executive Director should be completed by March or April of 2015.

With the appointment of Marisa Hall as a full-time librarian intern, we are able to professionalize the services in the Young Adult area. We've made a transition over the summer. Rita Scaria's responsibilities have been returned primarily to Circulation but will also assist the YA and Children's areas. Marisa Hall will be taking over the major responsibility of the YA area and Robert Huber will be assisting with programming and gaming.

The Summer Reading Club was very successful. The Children's department focused on a New Jersey theme. Every week programming was on a different theme about New Jersey.

Lucille Tandler is relocating to North Carolina with her family. The Library is hosting a reception on October 5<sup>th</sup> from 2:00-4:00 in celebration of everything she has done for the community over the years. Lucille has exemplified the real volunteer spirit of this community. Invitations are being mailed. Please plan to attend.

### **Trustee Education**

Tabled until the October meeting.

### **Old Business**

The planters in the front of the building were discussed again for those who attended the 9/11 Memorial Service. The original plan was to plant compact bushes. Further suggestions were made.

Councilman Tully summarized the discussion of moving one of the handicapped parking spaces from the Library parking lot to Arlington Avenue as per the Barrier Free Committee's request. According to Federal Law, handicapped spaces are required to be close to the official front of the building. This would mean that the physical address of the Library would have to be changed to Arlington Avenue. The Barrier Free Committee felt it was not worth the effort and has taken their request off their agenda. They were grateful for our attempt to comply with their request.

Councilman Tully mentioned the possibility of moving Vantage Health from the Borough offices to the Library. More discussion will follow to explore if this is feasible.

### **New Business**

The energy contract with Direct Energy Business is expiring. The Library saved approximately \$3,700 purchasing electricity from Direct Energy instead of PSE&G. Mr. Adler, from Direct Energy, has advised that the savings would not be as great as last year, but would be approximately \$2,500. The rates fluctuate daily so the contract has to be issued and signed on the same day.

**A motion was made by Mrs. Chittum, seconded by Mr. Reynoso, to approve renewing the contract to purchase electricity from Direct Energy Business at the rate the day the contract is signed for a two year period with an effective date of October 1, 2014. All in favor. Motion carried.**

There has been a recommendation from the Police Department to add an additional outside security camera on the Clinton Avenue side of the building to obtain a better view of the approach to the book drop area. A quote was received from APG Security Systems, who was the lowest bidder with the original selection of security cameras. The quote includes a discount of approximately 30%.

**A motion was made by Mr. Langschultz, seconded by Mayor Schmeltz, to accept the bid from APG Security Systems for one additional outside camera to be installed on the Clinton Avenue side of the building to obtain a better view of the approach to the book drop area, in the amount of \$1,047.83 payable from the Capital Improvement Fund. All in favor. Motion carried.**

Mr. Neats presented the Library with a \$500 donation from the Lions Club to be used for large print or audiobooks for the visually impaired.

### **Public Portion**

No report.

### **Adjournment**

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

Meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary