

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
September 10, 2015

Present:

Grisel Almonte  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Thomas Neats, President  
Charles (Jim) O'Dowd, Trustee Emeritus  
Dr. Nelson Reynoso, Vice President  
Mayor Norman Schmelz  
Louise Moroses, Interim 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 Mrs. Deauna, seconded by Ms. Almonte, to accept the September 10, 2015 minutes as amended. Ms. Phipps was not a member of the Search Committee as stated in the minutes. All in favor. Motion carried.**

## Bills

**A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the July 2015 bill list. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve the August 2015 bill list. All in favor. Motion carried.**

**A motion was made by Mrs. Chittum, seconded by Mrs. Almonte, to approve the September 2015 bill list. All in favor. Motion carried.**

## Correspondence

Thank you cards were received for funeral arrangements for Rita Scaria's husband and Elizabeth McCarthy. A notice from the Zwerling Law Group LLC naming the Bergenfield Library as a beneficiary in the Estate of Edmund Kolb was received.

## President's Report

Mr. Neats and a few other Board members attended Mary Riskind's retirement party given by staff. A card and gift was given from the Trustees. Mr. Neats attended the Strategic Planning Committee meeting and Elizabeth McCarthy's wake. The Search Committee met several times over the summer and conducted interviews. The Personnel Committee also met. Mr. Neats and Mrs. Deauna met with the Borough Administrator, Corey Gallo. Mr. Neats commended staff for the smooth operation of the library over the summer despite all the staff absences and vacancies.

**A motion was made by Dr. Reynoso, seconded by Mayor Schmelz, to go into closed session to discuss personnel matters at 7:50 pm.**

**The meeting was re-opened at 9:10 pm.**

## BCCLS and Friends

A flyer for the BCCLS Friends breakfast on Tuesday, October 20<sup>th</sup> was distributed. The cost is \$35.00 per person which includes \$7.00 towards the BCCLS Scholarship Fund. Please let Evelyn Rizzo know before October 1<sup>st</sup> if you wish to attend.

The Friends Marketplace fundraiser selling "gently used" holiday decorations on will run from October 8<sup>th</sup> – 11<sup>th</sup> and then again in December on December 10<sup>th</sup> – 13<sup>th</sup>.

Ms. Moroses attended BCCLS small group meetings. BCCLS is in the process of revising how the budget is broken down to become more transparent. Marie Coughlin, the new Executive Director, is changing the process of how other things have operated in the past.

### **Building & Grounds**

Ms. Moroses reported that the lock and push bar were fixed on the Clinton Avenue exterior door. O'Neill Contracting came in and adjusted the HVAC thermostats because the building was very warm.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

Evelyn Rizzo had been out for surgery over the summer. Betty Costello is retiring September 20<sup>th</sup> and Gail Westerdahl is retiring September 30<sup>th</sup>. Bill Fischer has been rehired full-time filling one of the full-time vacancies in the Reference department. We have also hired one part-time person to help fill the other full-time vacancy in Reference. Peggy Flefleh has helped filling in at the Reference desk and will assume Gail Westerdahl's duties in Technical Services. Mr. Neats reported that the Interim Director made these personnel decisions with Board approval.

### **Policy**

The Lucille Tandler Community Service Award application was distributed. Discussion will follow at the October meeting.

### **Strategic Planning**

Dr. Reynoso reported that the committee met several times over the summer. They are planning a multi-cultural celebration on November 15<sup>th</sup> which the children's room will conduct. The main event will be postponed until the spring due to time constraints. Other programs were discussed. The next meeting will be September 21<sup>st</sup> at 7 p.m.

### **Director's Report**

No comments other than what was circulated by mail.

### **Trustee Education**

Mr. Neats reported that we received approval to use the State Library Trustee Association website again.

### **Old Business**

The Revised 2015 budget was distributed. Mrs. Riskind prepared the budget before her retirement. This budget does not reflect any recent personnel changes.

**A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to accept the 2015 Revised Budget as presented. All in favor. Motion carried.**

### **New Business**

The Energy Contract does not be to be renewed until 2016.

The 2014 audit was distributed. There were no recommendations. A review was made of all prior year's recommendations and corrective action was taken on all recommendations.

The Mayor asked about senior busing for the Tuesday morning programs. Discussion followed. The Friends are looking into other means if the Borough's Senior bus is unavailable.

The Search Committee made a recommendation to hire Allison Moonitz as the new library director.

**A motion was made by Mrs. Chittum, seconded by Mayor Schmelz to select Allison Moonitz as the new director of the Bergenfield Library. Discussion followed. All in favor. Motion carried.**

**A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to approve a salary increase for Evelyn Rizzo receiving the same percentage as union employees for the length of the 3 year contract retroactive to January 1<sup>st</sup>, 2015. All in favor. Motion carried.**

### **Public Portion**

Betty Costello and Linda Mohr were guests.

### **Adjournment**

**A motion was made by Dr. Reynoso, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 10:00 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary