

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes March 13, 2014

Present:

Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Christopher Langschultz, 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 Mrs. Deauna, to accept the February 20, 2014 minutes as circulated. All in favor. Motion carried.

Bills

A motion was made by Ms. Sierra, seconded by Mrs. Chittum, to approve the March 2014 amended bill list. All in favor. Motion carried.

Correspondence

A thank you note from Bryan Meadows was read thanking the Library for the opportunity to conduct his research study of our ESL program. Mrs. Riskind invited Mr. Meadows to give a presentation at the April Board meeting.

President's Report

Mr. Neats thanked all the Trustees who attended the budget hearing with the Borough.
Mr. Neats reviewed the State Aid Report and attended the Friends meeting.

BCCLS and Friends

The BCCLS Advocacy and CALM Committee are sponsoring a program on the library's mission statement for directors and trustees on March 27th, 10:00 am at the Closter Library. Please let Evelyn know if you plan to attend.

Attendance at the Tuesday morning programs is increasing. The Friends have committed to purchasing two projectors, one for adult programs and one for the Children's department, and a Blu-ray DVD player. They are also purchasing several children's computer games and a series of Dr. Who science fiction materials. A \$500 check was received from Matthew's Diner for the recent Dining to Donate fundraiser. The next Dining to Donate will be at Tommy Fox's in April. A flyer will be distributed at the next meeting. The Friends continue to try to increase their use of technology for communications.

Building & Grounds

Country Green Landscaping has agreed to provide lawn maintenance services at the same rate as the past two years.

Finance Committee

The financial summary was distributed and discussed.

Personnel

Mrs. Riskind reported certain service desks may not covered due to staff shortages caused by vacations or illness.

Policy

Discussed under Old Business.

Strategic Planning

Mrs. Tendler read the committee's mission statement. The mission of the Strategic Planning Committee is to ensure the goals and objectives of the Library's Strategic Plan are being met and to report to the Board their findings, both successes and those areas that require strengthening. The committee will encourage participation of community volunteers especially in the outreach event.

Mrs. Deauna is chairing the committee to celebrate the anniversary of the Philippine Independence Day and to honor people who served in the Philippines during World War II. The Philippine Independence Day will be in June and another event in October celebrating Philippine Heritage Month.

Director's Report

Mrs. Riskind reported that Maplewood Library is officially on board with BCCLS making it the 75th library in the consortium.

Our new maintenance person is doing a terrific job. He's been replacing ceiling tiles and has done some spot spackling and painting. He noticed that the pitch of the membrane is going the wrong way around the drains causing leaks. He'll try to build up the pitch on the drains so water doesn't collect around the area.

The Circulation Department has brought up a concern about teens taking out DVDs that are not rated PG13. At this point, any DVD that is rated more than PG 13 is supposed to be taken out on an adult card, but this is hard to monitor. The Circulation Department feels it should be the parent's responsibility to monitor what their children are taking out. Teens can take out any book from the Library but the restriction is only on DVDs. This will be brought up to the Policy Committee at a later date.

Trustee Education

A memo from the New Jersey State Library was distributed explaining what is needed for meeting State Aid requirements. The 2013 State Aid Report was also distributed.

Old Business

The revised Nepotism Policy has been reviewed by the Library's attorney and distributed for discussion.

A motion was made by Mrs. Chittum, seconded by Mrs. Tendler, to approve the Nepotism Policy as presented. All in favor. Motion carried.

The Borough Administrator said that Capital Funds are now available for the security cameras.

New Business

The next Strategic Planning Committee meeting will be on March 31st. All Trustees are invited to attend.

April is National Library Month. Mr. Neats suggested having a breakfast for the Library staff as was done last year in appreciation for their dedication and hard work. The breakfast will be on Wednesday, April 23rd at 9:00 am. Trustees are invited to attend.

Public Portion

No report.

Adjournment

A motion was made by Mr. Langschultz, seconded by Mr. Reynoso to adjourn.

Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary