

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes January 14, 2016

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Charles (Jim) O'Dowd, Trustee Emeritus
Jay Shiner
Mayor Norman Schmelz
Christopher Tully, Council Liaison
Christopher Langschultz, Alternate, Superintendent of Schools
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:40

Notification of Public Meeting

President Neats read the report on public notification of this meeting.

Oath of Office

The Oath of Office was not administered. Laurie Phipps was not present and the Trustee to fill Grisel Almonte's position was not appointed yet. The Oath of Office will be administered at the next meeting.

Minutes

A motion was made by Mrs. Deauna seconded by Dr. Reynoso, to accept the December 10, 2015 minutes as amended. Dr. Reynoso and Mr. Langschultz were not listed as being present. All in favor with the exception of Mayor Schmelz and Mr. Shiner who abstained. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the December 31, 2015 amended bill list. All in favor. Motion carried.

Correspondence

A resignation letter from Grisel Almonte as Library Board Trustee was read.

President's Report

Mr. Neats was in contact with Ms. Moonitz to discuss items for tonight's meeting.

BCCLS and Friends

Ms. Moonitz reported that BCCLS is in the process of developing a Strategic Plan. A survey was completed earlier this week. The Strategic Planning Task Force will meet and compile the data.

The December Friends Market Place was very successful. They are planning to have several more. They have decided to hold quarterly meetings instead of monthly. The next meeting is March 3rd. We were just notified that Inserra mailed \$100 for a corporate membership to the Friends.

Building & Grounds

Charlie Leschhorn, the former maintenance person, was very instrumental in assisting with training and providing guidance about the building to John O'Brien, our new maintenance person.

The quote for the HVAC repairs was received from O'Neill Contracting. O'Neill informed Ms. Moonitz that they can do an end of life assessment of the units but there is no guarantee that the units are going to last for a specific amount of years. The Board authorizes Ms. Moonitz to obtain the end of life assessment of the HVAC units with O'Neill Contracting.

The contract for cleaning services needs to be renewed. The proposal from National Maintenance Service was received at the same cost as the past few years. The proposal also includes a charge of \$350 removal fee per van load of

discarded materials, which would be brought to the DPW, if the Library decides to take advantage of this option. The contract period is from February 1, 2016 to January 31, 2017.

A motion was made by Mrs. Deauna, seconded by Dr. Reynoso, to retain National Maintenance Service for cleaning services for the period of February 1, 2016 to January 31, 2017 at the same price of \$1,430 per month. All in favor with the exception of Mrs. Chittum, who abstained. Motion carried.

Finance Committee

The financial summary was distributed and discussed.

Personnel

As mentioned above, John O'Brien, the new maintenance person, has started. Charlie Leschhorn did a thorough inspection of the building with John.

The teens and tweens have become more aggressive since coming back in session after the holidays. Mr. Langschultz suggested calling the principal, Shane Biggens, at the middle school when there are any issues. The part-time security position for after school hours was discussed. The Board agreed to proceed with recruiting for this position.

It was reiterated that we have not created any new full-time positions for 2016. We are filling any full-time position vacancies with part-time positions, balancing out the number of hours, thus avoiding benefits costs.

Policy

The JV card borrowing privileges restricting them to check out R rated DVD's or mature rated video games was discussed. There is no documentation regarding this procedure. The consensus of the Board is to continue the current procedure of restricting R rated movies or M rated video games checked out on a juvenile or young adult card. A documented procedure needs to be developed. The Library Card policy will need to be updated to include the new digital scanners at the Check-out desks. Ms. Moonitz will consult with the policy committee on future revisions.

Strategic Planning

Dr. Reynoso reported on the January 11th meeting. It was a very productive meeting. Plans for the "One Town Many Stories" celebration were discussed. They are working with various organizations, local restaurants and other avenues to promote the event. The date of the program is March 20th. The Bergenfield Education Association (BEA) awarded a grant of \$1,800 to co-sponsor this event. The grant will be used for food and other materials needed for the event. They have asked to be included on all promotional materials. The Board agreed to allow the BEA to co-sponsor the "One Town Many Stories" event with the understanding that this is not an opportunity to distribute any propaganda. The next meeting is Monday, February 8th. The Strategic Planning Committee is trying to offer services at the Library for a fee. They are trying to get Zumba classes and an art program for young children called "Scribbles". Ms. Moonitz is waiting to hear back from the Dumont Library about a yoga class they offer for a fee. The Board is in agreement for charging for these programs.

Director's Report

Ms. Moonitz attended a Department Head meeting with the Borough Administrator, Corey Gallo. Discussion followed regarding his request for performance evaluations for each department head's respective staff. Mr. Gallo has also requested a monthly department head report. The Board agrees not to share access of the Library's individual evaluations due to employee confidentiality. The evaluations should be kept internally. Ms. Moonitz was notified at that meeting to expect a significant cut in the Library's budget in 2018. Discussion followed.

Trustee Education

No report.

Old Business

The revised criteria and application for the Lucille Tendler was distributed.

A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to approve the criteria and application as presented. All in favor. Motion carried.

Applications will be accepted through February 29th and the recipient will be announced at the March 10th Board meeting. The recipient will be presented with the Lucille Tendler Award at the "One Town Many Stories" event on March 20th.

New Business

Reorganization

Election of 2016 Officers:

Mr. Neats nominated Mrs. Chittum to be Recording Secretary, seconded by Mayor Schmelz. There being no further nominations, Mrs. Chittum was elected as Recording Secretary.

Mrs. Chittum nominated Mrs. Deauna to be Treasurer, seconded by Mayor Schmelz. There being no further nominations, Mrs. Deauna was elected as Treasurer.

Mayor Schmelz nominated Dr. Reynoso to be Vice President, seconded by Mrs. Deauna. There being no further nominations, Dr. Reynoso was elected as Vice President.

Mayor Schmelz nominated Mr. Neats to be President, seconded by Mrs. Chittum. There being no further nominations, Mr. Neats was elected as President.

Mrs. Chittum nominated Mr. O'Dowd as Trustee Emeritus for 2016, seconded by Mrs. Deauna. There being no further nominations, Mr. O'Dowd was elected Trustee Emeritus.

At this point, the Committee appointments will remain the same as 2015 until the new Trustees are sworn in.

In accordance with New Jersey Public Contracts Law, the following resolutions were presented: to authorize the library director to act as purchasing agent for the Library; to authorize the Director to make payment of bills in the event of recess or lack of quorum; to award the contract to purchase books and publications; to award the contract to purchase audiovisual materials; and to award the contract to purchase periodicals.

After reading the resolution, a motion was made by Mr. Shiner, seconded by Mrs. Deauna, to appoint the Library Director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000. All in favor. Motion carried.

After reading the resolution, a motion was made by Mrs. Chittum, seconded by Dr. Reynoso, authorizing the Library Director to make payment of all invoices, vouchers and bills less than \$5,000 in the event there is no Board Meeting for reasons such as recess or lack of quorum. All in favor. Motion carried.

After reading the resolution, a motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to award the Contract to Purchase Books and Publications in the amounts specified to Baker & Taylor, Inc., Brodart Books and Library Services and Amazon.com, Synchrony Bank/Amazon.com. All in favor. Motion carried.

After reading the resolution, a motion was made by Mrs. Deauna, seconded by Mrs. Chittum, to award the Contract to Purchase Audiovisual Items in the amounts specified to Baker & Taylor Entertainment, Inc. and Amazon.com, Synchrony Bank/Amazon.com. All in favor. Motion carried.

After reading the resolution, a motion was made by Mr. Tully seconded by Dr. Reynoso, to award the Contract to Purchase Periodicals in the amounts specified to EBSCO Subscription Services and Tenakill News Service. All in favor. Motion carried.

A resolution to authorize the Library's Depository for Library Funds was presented. Oritani Bank is the designated depository, two of three authorized signatories are required to sign each check and monies received by the Library are to be deposited within 48 hours of receipt.

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the resolution authorizing Oritani Bank as the designated depository for the Library, two of three authorized signatories are required to sign each check and monies received by the Library are to be deposited within 48 hours of receipt. All in favor. Motion carried.

Each year the Library must certify that it is in compliance with BCCLS requirements for membership in the consortium, which include State Aid requirements. Mr. Moonitz verified that the Bergenfield Library is in compliance.

A motion was made by Mr. Langschultz, seconded by Mrs. Deauna, recommending Mr. Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.

Public Portion

No report.

Adjournment

A motion was made by Mrs. Deauna, seconded by Mr. Shiner, to adjourn the meeting. Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary