

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes May 12, 2016

Present:

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

President Neats called the meeting to order at 7:40 p.m.

Notification of Public Meeting

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

Minutes

A motion was made by Mr. Shiner, seconded by Mr. Langschultz, to accept the April 14, 2016 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mrs. Deauna, to approve the May 2016 amended bill list. All in favor. Motion carried.

Correspondence

A Refunding Bond and Release form was received from the law firm of Fuhro & Beukas advising that Frances H. Taylor has made a bequest to the Bergenfield Library in the sum of \$25,000.

A motion was made by Mrs. Deauna, seconded by Mr. Shiner, to authorize Ms. Moonitz to sign the Refunding Bond and Release form and accept the funds. Discussion followed. All in favor. Motion carried.

President's Report

Mr. Neats met with Ms. Moonitz several times to discuss Capital Budget projects. He also attended several Story Times. Mr. Neats thanked the Board for their donations towards the staff appreciation breakfast.

BCCLS and Friends

Ms. Moonitz reported that Mary Ann Mannino, one of the long standing members of the Friends of the Library, passed away. An arrangement was sent to the funeral home on behalf of the Library and Board of Trustees. Mr. Neats thanked the Board members who attended the Friends Dining-to-Donate at Tommy Fox's. The next Dining-to-Donate will be held at Matthews' Diner on June 23rd and 24th.

BCCLS will have an emergency System Council meeting in June to vote on By-Laws changes to the Executive Board. Currently, nominations to the Executive Board is half rotation and half self-nomination. The motion has been made to change it to all nomination. This change would allow anyone to nominate themselves to serve on the Executive Board. The term limits will be changed from 1 to 3 years to preserve institutional memory, so every year 3 new people would be elected to the Executive Board.

Building & Grounds

The Bergenfield Garden Club donated plants and planted them in the flower boxes on the Clinton Avenue side of the building. A thank you letter was sent to the Garden Club and a press release was sent to the Twin-Boro.

There was an article in the Twin-Boro about lead in the school district's drinking water. Ms. Moonitz has made several telephone calls to different companies to obtain quotes to test the Library's water for evidence of lead. No responses have been received. Mayor Schmelz mentioned that the Department of Health discussed purchasing kits to test the water and suggested speaking with Corey Gallo, Borough Administrator, to see if one was intended for the Library.

Marching in the Memorial Day Parade on May 30th was discussed.

Finance

The financial summary was distributed and discussed.

Personnel

The Borough is in the process of updating their Personnel Policy and Procedure manual. Part of that effort is to include mandatory performance evaluations for Borough employees. Discussion followed. Mr. Neats mentioned that formal staff evaluations are not specified in the union contract. If we were to comply with the Borough's request for evaluations, the contract would need to be re-opened. Ms. Moonitz spoke with the union rep who said that raises are contract negotiated and not tied to an evaluation. The Board agreed to keep the current arrangement in place and re-visit the subject during the next round of union negotiations.

Ms. Moonitz intends to update and formally create a Personnel Manual for the Library. The "Leaves" booklet that was used before joining the union is out of date. The union contract does not cover everything that would be included in the Personnel manual such as the Whistle Blower Act, Affirmative Action, Harassment Policy, Nepotism Policy, Open Public Meeting Act, etc. Certain topics could be clarified to prevent future personnel issues. Every current employee and new hires would receive the manual. The Personnel Manual will be reviewed by the Policy Committee.

Policy

The Gifts Policy was distributed and discussed in regards to the handling of the bequest from the Taylor estate. The Library currently has a checking account and money market account for Capital Improvements. Mrs. Chittum suggested opening up another account for Special Endowments. Mr. Neats recommends opening an account that earns interest.

A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to authorize Ms. Moonitz to open an interest bearing account with Oritani Bank for Library Special Endowments. All in favor. Motion carried.

Strategic Planning

The Strategic Planning Committee is exploring different avenues to raise revenue. Turnout for the five week Yoga series wasn't as high as anticipated. Yoga was payable in advance and raised about \$150 for both the instructor and the Library. Latin dancing has just begun. This is six week series but payment is on a pay as you go basis. Discussion followed. Mr. Langschultz suggested taking a survey of what people in the community might have an interest in for future programming.

Director's Report

The Borough is in the process of reviewing their current ordinances. The Library has an ordinance concerning overdue materials. Once a patron has fines over \$30.00, we start legal proceedings. Staff recommends raising the threshold to \$50.00 reducing the amount of staff time necessary to complete the paperwork.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to increase the Borough's ordinance concerning overdue fines to \$50.00. All in favor. Motion carried.

Trustee Education

Ms. Moonitz announced that the Trustee Institute will be held on September 10th, 2016. BCCLS urges that at least one Trustee from every library attend the institute. BCCLS is researching transportation.

Old Business

The wireless networking issue was discussed. Mr. Langschultz has been instrumental in working with Ms. Moonitz and the school district to assess the current state of the Library's network. Mr. Langschultz summarized the possibility of tying into the school district's internet using the FIOS cable that was installed for the phone system. When the phone system was integrated with the school district, technology was not sophisticated enough to provide filtered and unfiltered internet. Technology has since become more sophisticated. With today's technology, the Library could have an unfiltered segment of the school district's network providing a significantly higher bandwidth than what we're currently paying for with Cablevision. Wireless usage could also be tracked. More information to resolve this issue should be received from the school district shortly.

New Business

The 2016 Capital Budget and projects were discussed. Ms. Moonitz is concerned that the money allocated for each project is not adequate. The 2016 Capital Budget numbers were based on previous requests. Ms. Moonitz had not

been employed at the Library long enough to research the quotes properly before the 2016 Capital Budget was due. The priority of the projects are follows: wireless network, security cameras, masonry, painting and then carpeting. Ms. Moonitz inquired about transferring the allocation of funds from one budget line to another. Mayor Schmelz confirmed that we would need an ordinance change, but it should not be a problem. Ms. Moonitz will develop a formal capital plan covering a 3 year period with updated figures.

Public Portion

No report.

Adjournment

A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to adjourn the meeting. Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary