

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
June 9, 2016

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Charles (Jim) O'Dowd, Trustee Emeritus
Rafael Marte
Jay Shiner
Christopher Langschultz, Alternate, Superintendent of Schools
Christopher Tully, Council Liaison
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.

The order of business was changed to allow Councilman Tully to attend the 2016 Capital Budget Projects discussions before leaving for the Borough Council meeting. A summary of the projects was distributed and discussed. Carpeting will not be done at this time. The money that was allocated for carpeting would be used towards the WiFi networking project. Councilman Tully will discuss re-allocating money at the Council meeting to determine if we need a new ordinance.

Minutes

A motion was made by Mr. Marte, seconded by Mrs. Deauna, to accept the May 12, 2016 minutes. All in favor. Motion carried.

Bills

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

Correspondence

No report.

President's Report

Mr. Neats had been in contact with Ms. Moonitz several times to discuss Capital Budget projects. Mr. Neats thanked members of the Friends, Board of Trustees and anyone else who marched in the Memorial Day Parade.

BCCLS and Friends

The Friends next Dining-to-Donate will be on June 23rd and 24th at Matthews Diner. The Friends are planning to participate in the community-wide garage sale with the VFW in September. The Friends approved Ms. Moonitz's request of a \$6,000 donation to purchase numerous items such as a new shredder, replacing broken, ripped and worn chairs at the service desks, bench seating in the Children's room, and more appropriate furniture for the Young Adult program room. The Friends will be represented at the Lion's Club service organization dinner. The Lucille Tendler Award will be presented that evening.

BCCLS will have an emergency System Council meeting next week to formally vote on changing the By-Laws for eligibility to the Executive Board.

Building & Grounds

Discussed under Old Business.

Finance

The financial summary was distributed and discussed. A Special Endowment Fund will be opened at Oritani Bank in the near future. Fundraising ideas were discussed.

Personnel

Ms. Moonitz drafted a Personnel Manual for the Library compiling language from the current Union contract, the Borough's Personnel manual and an outdated library personnel manual to codify all Library policies and procedures.

The Personnel Manual is currently being reviewed by the Policy Committee. The manual will be reviewed by the Library's attorney and the Union Rep before approval at the September meeting.

Policy

No report.

Strategic Planning

No report.

Director's Report

The Library's accountant, Farber & Company, will conduct the 2015 audit on June 24th and June 27th.

Ms. Moonitz showed the Board the new logo that was designed by Christopher Bruno, a 15 year old graphic arts student from the high school. The color palette is consistent with the colors of the building.

Ms. Moonitz plans to work on several projects over the summer. She will continue working on updating the Personnel Manual, developing a formal Technology Plan itemizing all the computers and software installed on each computer for the entire building, and to develop a formal Capital Plan covering the next 3-5 years.

Trustee Education

A flyer for the New Jersey Library Trustee Institute was distributed. BCCLS urges that at least one Trustee from every library attend the institute. BCCLS is researching transportation.

Old Business

As mentioned above, a summary of the 2016 Capital Budget Projects was distributed and discussed. The wireless networking quotes from In-Tech Services, Tri-State Technical Computer Services, Networkdoctor, Pressone.net and the Bergenfield school district were reviewed. Mr. Langschultz received a new quote using CAT 6e cable instead of CAT 5, a much better cable, increasing the price on the Capital Budget summary \$240 for a total of \$12,560. The quote to repair the two HVAC units is \$1,458.00. Ms. Moonitz recommends contracting C & C Masonry to repair masonry on the exterior of the building in the amount of \$1,895.00. The painting project is over the threshold and will need to be broken up over several years. Ms. Moonitz was in contact with the Bergen County Sheriff's office and recommends starting painting with the lower level. Discussion followed. Cost of paint is undetermined at this time. Quotes were not received for the security cameras, so this project is put on hold.

A motion was made by Mr. Shiner, seconded by Mrs. Deauna, to approve the Bergenfield school district's Option 2B quote, updating the quote for the cable from CAT 5 to CAT 6e, in the amount of \$12,560. All in favor. Motion carried.

A motion was made by Mr. Shiner, seconded by Mrs. Chittum, to approve the HVAC repair, the masonry repair with C & C Masonry, and painting the lower level of the Library working with the Bergen County Sheriff's department. The remaining portion of the budget will be applied to security cameras after we receive the quote. All in favor. Motion carried.

The Borough's evaluation process was discussed. It was reiterated that the Library would proceed as a semi-autonomous entity.

New Business

No report.

Public Portion

No report.

Adjournment

A motion was made by Mrs. Deauna, seconded by Mr. Langschultz, to adjourn the meeting. Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary