

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
December 8, 2016

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Charles (Jim) O'Dowd, Trustee Emeritus
Dr. Nelson Reynoso, Vice President
Jay Shiner
Mayor Norman Schmelz
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 Mayor Schmelz, seconded by Dr. Reynoso, to accept the November 10, 2016 minutes. All in favor. Motion carried.

Bills

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

Public Portion

The order of business was changed to move the Public Portion up on the Agenda.

Rita Anandpara, the instructor who had conducted the Library's yoga program, is requesting to rent the Friends meeting room to conduct her personal yoga class 1 time a week on a Tuesday evening from 6:30 – 7:30. Maximum attendance is 10 people. The location where she originally had her class are not renewing their lease, so Ms. Anandpara needs to find another location. Ms. Anandpara was asked to vacate the room to allow the Trustees to review her request. After Ms. Anandpara returned to the meeting, the following motion was made.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to allow Rita Anandpara the use of the Friends room 1 day a week on a Tuesday evening for a 10 week trial basis. The rental fee is \$25.00 per session beginning January 1, 2017. If the attendance increases to over 15 people, the rental fee will increase to \$35.00. After the end of the 10 week trial basis, this arrangement will be re-evaluated by both parties for the February Board meeting. Ms. Anandpara is permitted to begin her first class on December 21st at no charge for the rest of the year. In the event Ms. Anandpara wishes to cancel her classes at any time, the Board is requesting a 2 week notice. All in favor. Motion carried.

Correspondence

Requests for the usage of the Library's meeting rooms for 2017 were received from 3 outside groups for which there is currently no charge. They are: For the Love of Words, a non-profit writers group that has been meeting at the Library since 2006 on the 2nd and 4th Monday evenings, the property managers for the Willett Court Condominiums for their quarterly Board of Directors meetings and the property managers for the Davis Court Condominiums also for their quarterly Board of Directors meetings. Both property managers for the condominiums have been meeting at the Library for several years. The Good Neighbors Toastmasters have requested to continue meeting at the Library on the 2nd and 4th Thursdays for a rental fee of \$20.00 per meeting provided the size of their group does not increase on a regular basis. Discussion followed.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to accept the requests to use the Library's meeting room space for the following groups: For the Love of Words writers group, the Good Neighbors Toastmasters, the Willett Court Condominiums and the Davis Court Condominiums. After further discussion, the motion was amended to send a letter to the Willett Court and Davis Court Condominium property managers requesting a donation, in lieu of a rental fee, because they are for-profit organizations. All in favor. Motion carried.

President's Report

Mr. Neats reported that he attended the New Jersey Board of Education convention. One of the discussion groups he attended pertained to Raspberry Pi which the Library has purchased. This is a very inexpensive computer component that can be connected to different monitors for displays throughout the Library.

Mr. Neats also observed the Gaming Weekend @ Your Library program held on the November 19th weekend. This appeared to be a very successful program.

Mayor Schmelz, Mr. Neats, Mrs. Deauna, and Mrs. Chittum represented the Board of Trustees at the Bergenfield Volunteer dinner.

BCCLS and Friends

The Friends subsidized the cost of the new AV projector system for the Friends room. The Friends sold refreshments at the Gaming Weekend and will also sell refreshments for the upcoming Talent Show as a potential fundraiser. The Bergenfield VFW Auxiliary expressed an interest in working with the Friends on fundraising efforts for next year. Mr. Neats mentioned that the Friends have mailed their Annual Appeal for the upcoming year.

Baker & Taylor's Axis 360, the vendor that was recommended by the eBCCLS Taskforce to migrate to single vendor for eBook platform, could not meet the required demands when the contract was being finalized. The eBCCLS Taskforce is now exploring a different vendor. Once this goes into effect next year, Bergenfield will have the ability to have our own personal eBook and eAudio collection. Bergenfield residents would have priority to the content and then the collection would be shared with the general consortium. Ms. Moonitz expects that eCirculation will increase when this goes into effect next year.

Building and Grounds

The additional security cameras were finally installed. Two cameras were installed in the parking lot and one by the Anderson Avenue entrance. This was the final Capital Budget request for 2016.

Finance

The financial summary was distributed and discussed.

Strategic Planning

The Strategic Planning Committee met on December 5th. They are planning to produce an oral history of Bergenfield. They will conduct interviews from a diverse group of people who have lived in the Bergenfield community for a long time. They talked about having the high school students video tape and edit the interviews into a video. The Committee is exploring grants to help fund some of the equipment that will be needed to be purchased, such as tape recorders, videos, training the interviewers, etc. The Committee also talked about planning for the Library's Centennial. One of the things they discussed was the possibility of turning the Centennial into a special gala dinner fundraiser. Discussion followed about different ideas. Planning is still in the very early stages. The next Strategic Planning Committee meeting is Monday, January 23rd at 7:00 pm.

Dr. Reynoso talked about the BCCLS Strategic Planning Workshop that several Trustees attended. One of the topics discussed was how libraries are adapting to changes in technology. They also touched briefly on fundraising ideas.

Personnel

The Library has received notification that 1 of our retirees is required to take their spouse off our medical coverage beginning January 1, 2017. With the changes in recent retiree health coverage and a current employee dropping to single coverage, the Library will save approximately about \$21,000. This new change was not reflected in the budget that was submitted to the Borough.

In 2007, there were changes to the state-wide pension system. Those part-time employees hired before 2007 were grandfathered into the state-wide pension system. Any subsequent new part-time employees who were hired in any municipality in the state working less than 32 hours and anticipated to earn a salary in excess of \$5,000, were mandated to enroll in a separate pension system called the Defined Contribution Retirement Plan (DCRP). Each municipality was required to develop a DCRP system and enroll their employees. Employees contribute 5.5% of their

salary and the Borough matches an additional 3%. The Borough of Bergenfield should have developed the DCRP plan several years ago but it was not done until this year. The issue is that part-time employees are required to pay back deductions to the time they should have been enrolled in the DCRP. This effects about 10 of our employees. The Borough offered employees a choice to pay the back deductions in a 1 time deduction, or payments spread out over 6, 13 or 26 pay periods. Staff has contacted the Union and are requesting an extension to spread out the back deductions over 39 pay periods.

Policy

Ms. Moonitz reported that the attorney is about half way finished with the Personnel Policy. We should hopefully have our attorney's comments for the January meeting.

Director's Report

A list of 2017 Goals and Projects Ms. Moonitz hopes to accomplish was distributed.

Ms. Moonitz reported that the Bergen JIF is paying for the medical bills for the toddler who was injured in the Library. The amount of the bills were minimal.

The person who conducts the Drop in Jazz Improv program at the Library has asked if we can pay him for this time. He explained that he's a professional musician and is sponsored by certain guitar companies. He asked if he could put his sponsor's name on flyers if the Library is not able to pay him. The Board agreed to allow him to put his sponsor's name on any flyers.

Trustee Education

Ms. Moonitz explained how some other municipal libraries are resolving the DCRP pay back issue.

Old Business

No report.

New Business

The 2017 Board of Trustees Meeting schedule was distributed.

A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve the 2017 Board of Trustees Meeting schedule.

The Lucille Tendler Community Service Award applications were reviewed. Discussion followed regarding postponing the selection of the recipient to include applications that were received last year. It may not have been clear that the sponsor could re-apply their nomination from the previous year.

A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to extend the deadline to accept nominations for the Lucille Tendler Community Service Award to January 31st for consideration at the February 2017 meeting. Sponsors will be notified that they can re-apply for the Award. All in favor. Motion carried.

A motion was made by Mr. Shiner, seconded by Mrs. Chittum, to amend the Lucille Tendler Community Service Award policy to state that candidates who were nominated in the past should be considered in the next year's award process. All in favor. Motion carried.

Mr. Neats reported that there are 2 employees who are not covered by the Union contract to receive a 1.5% increase in salary for 2017.

A motion was made by Mr. Shiner, seconded by Mrs. Deauna, that the Administrative Secretary should receive a 1.5% increase which is in-line with the Union contract. All in favor. Motion carried.

A motion was made by Dr. Reynoso, seconded by Mr. Shiner, that the Library Director should receive a 1.5% increase which is in-line with the Union contract. All in favor. Motion carried.

Mr. Neats thanked everyone from the Board and staff for their service this past year.

Adjournment

A motion was made by Mr. Shiner, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary