

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes January 12, 2017

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Charles (Jim) O'Dowd, Trustee Emeritus  
Laurie Phipps  
Jay Shiner  
Mayor Norman Schmelz  
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**

Mayor Schmelz administered the Oath of Office to Thomas Neats who was reappointed as Trustee of the Bergenfield Public Library.

A motion was made by Mayor Schmelz, seconded by Mrs. Deuna, to appoint Charles (Jim) O'Dowd as Trustee Emeritus for 2017. All in favor. Motion carried.

### **Minutes**

**A motion was made by Mayor Schmelz, seconded by Mrs. Deuna, to accept the December 8, 2016 minutes. All in favor. 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.**

### **Public Portion**

Chris Schimmel from the Bergenfield VFW Auxiliary would like to run their-town wide garage sale with the Friends of the Library. The VFW Auxiliary would complete all the necessary paperwork including advertising and coordination of community map. The Auxiliary would retain the registration fees. The Friends of the Library would keep all proceeds from sales. They are proposing to have the garage sale on April 30<sup>th</sup> from 9 am to 4 pm. Registration fee would be \$20 per table. The deadline for registration would be February 2<sup>nd</sup>.

**A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to approve using the Library facilities as the headquarters for the garage sale by the Bergenfield VFW Auxiliary and the Friends of the Library on April 30<sup>th</sup> from 9 am to 4 pm pending Council approval. All in favor. Motion carried.**

### **Correspondence**

Mr. Neats received a card from Mrs. Riskind for the holidays. Mrs. Riskind asked to be remembered to everyone.

### **President's Report**

Mr. Neats was in contact with Ms. Moonitz regarding the Annual Report.

## **BCCLS and Friends**

The Public Portion pertained to the Friends and the garage sale. The next Friends meeting is February 2<sup>nd</sup>.

Ms. Moonitz has been appointed Committee Chair for the Professional Development Committee for BCCLS. They will be planning workshops and a series of supervisory training for various staff members all throughout BCCLS. Ms. Moonitz anticipates removing several computers off the BCCLS network this year which would potentially save approximately \$6,000.

## **Building & Grounds**

Several locks had been repaired on various doors in the building.

Ms. Moonitz received an additional quote for another version of the railing on the 2<sup>nd</sup> floor but it was over the threshold. We're waiting to hear about the budget before moving forward on this project.

## **Finance Committee**

The financial summary was distributed and discussed.

## **Strategic Planning**

The Committee will meet on January 23<sup>rd</sup> to discuss proposed projects for the upcoming year. The 2016 multicultural "One Town Many Stories" was submitted to the New Jersey State Library for a Multi-Cultural Program Award.

## **Personnel**

Two staff members have resigned. We are in the process of looking for replacements for their positions.

## **Policy**

We received feedback from our attorney on the Personnel Manual. The CWA Union had some comments but Ms. Moonitz hasn't been able to talk to representatives from the CWA as yet. We will have more information for the February meeting.

## **Director's Report**

The Annual Report was distributed.

Ms. Moonitz received a call from the office of John Wisniewski who is running for NJ Governor. They are in the early stages of seeking out public spaces for town hall events. This meeting would be open to the public. They anticipate attendance to be between 50-75 people. The Board agreed to allow them to use the space but would be required to complete the necessary paperwork and would be charged a fee in accordance with our Meeting Room Policy.

A flyer for "Your Library Loves You - Customer Appreciation Week" was distributed. This is something different for National Library Week. Each day during the week of 2/13 to 2/17 the Library will offer different perks to our patrons. The Board had no objections.

The recently appointed Borough Clerk, Marie Quinones, has QPA accreditations which raises the Borough's threshold for purchasing from \$17,500 to \$36,000 before they have to go out for public bid. Ms. Moonitz wants to contact Ms. Quinones if she would act as a broker for the Library for more sophisticated projects, such as carpeting, so the threshold would get raised before having to go out to bid. Ms. Moonitz will discuss this arrangement with the Borough Administrator.

**A motion was made by Ms. Phipps, seconded by Mayor Schmelz, to authorize Ms. Moonitz to contact the Borough Administrator to discuss working with Ms. Quinones regarding the prospect of obtaining quotes for the Library's more sophisticated projects. Ms. Moonitz is authorized to make necessary arrangements if the Borough is in favor of this proposal. All in favor. Motion carried.**

The Youth Services Department would like to have a "Comic Con" (comic convention) event during the summer. Discussion followed. Additional information will be discussed at the February meeting.

## **Trustee Education**

There was an article in the Hackensack Daily Voice concerning one of our current ESL students who is in the process of becoming a pharmacist.

## **Old Business**

The Lucille Tendler Community Service Award was discussed. The deadline to receive applications for the award is January 31<sup>st</sup>. Selection will be made at the February meeting. Discussion followed about planning an event to present the award.

## **New Business**

The Mayor is on the Bergen County's Mayors Task Force which recently coordinated the "Conversation of a Lifetime" series. This series focuses on preparing people for end of life decisions. The Task Force started holding events in Tenafly last year and had events every few weeks. They are expanding to Bergen County and a few other counties. There will be a film festival throughout Bergen County. The Mayor would like to know if the Bergenfield Library is interested in hosting one of the events. The events consist of a movie and speakers who will be available for discussion before and after to answer any questions.

Ms. Moonitz mentioned that she was in contact with the New Milford and Dumont libraries about the possibility of paying for joint advertisements in the Twin-Boro to promote our programs. No further action will be taken at this time.

## **Reorganization**

### **Election of 2017 Officers:**

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

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

**Mrs. Phipps nominated Mrs. Deauna to be Treasurer, seconded by Dr. Reynoso. There being no further nominations, Mrs. Deauna was elected as Treasurer.**

**Mrs. Deauna nominated Mrs. Chittum to be Recording Secretary, seconded by Mrs. Phipps. There being no further nominations, Mrs. Chittum was elected as Recording Secretary.**

The Committee appointments will remain the same as 2016 with the exception of the removal of Mrs. Phipps from the Building and Grounds Committee.

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 resolution # 2017-01, a motion was made by Mr. Shiner, seconded by Mrs. Phipps, to award the Contract to Purchase Periodicals in the amounts specified to EBSCO Subscription Services and Tenakill News Service. All in favor. Motion carried.**

**After reading resolution # 2017-02, a motion was made by Mr. Shiner, seconded by Dr. Reynoso, 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 resolution # 2017-03, a motion was made by Mr. Shiner, seconded by Mrs. Deauna, 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 resolution # 2017-04, a motion was made by Dr. Reynoso, seconded by Mrs. Chittum, 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.**

**After reading resolution # 2017-05, a motion was made by Mrs. Chittum, 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 resolution # 2017-06, a motion was made by Mrs. Phipps, seconded by Mrs. Chittum, 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.**

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 Mayor Schmelz, 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.**

Ms. Moonitz summarized the cleaning services proposals. Quotes for cleaning carpet, tile work and windows were separated out from the general cleaning services. National Maintenance Service, Inc. has been the Library's cleaning service for the past several years and is the lowest bidder.

**A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to award the contract for cleaning services to National Maintenance Service, Inc. at the cost of \$17,400.00 per year for a period of 2 years, contingent on our attorney's advice that it is legal to change the contract to 2 years instead of a 1 year contract. All in favor with the exception of Mrs. Chittum who abstained. Motion carried.**

#### **Adjournment**

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

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary