

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes March 9, 2017

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Laura Michelson  
Charles (Jim) O'Dowd, Trustee Emeritus  
Mayor Norman Schmelz  
Thomas Lodato, Council Liaison  
Allison Moonitz, Director  
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:35

### **Notification of Public Meeting**

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

### **Oath of Office**

President Neats welcomed Thomas Lodato back as our Council Liaison.

Mayor Schmelz administered the Oath of Office to Laura Michelson who was appointed as a Trustee of the Bergenfield Public Library filling Rafael Marte's unexpired term.

### **Minutes**

**The February 9, 2017 meeting was cancelled due to snow. A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to accept the January 12, 2017 minutes. All in favor with the exception of Ms. Michelson, who abstained. Motion carried.**

### **Bills**

**A motion was made by Mrs. Chittum, seconded by Dr. Nelson, to formally approve the February 9, 2017 amended bill list. All in favor with the exception of Ms. Michelson, who abstained. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve the March 9, 2017 amended bill list. All in favor with the exception of Ms. Michelson, who abstained. Motion carried.**

Portions of the Agenda were adjusted to accommodate Mrs. Deauna's scheduled early departure.

### **Public Portion**

Robert Huber, Senior Library Assistant from the Young Adult Department, summarized the proposed Comic Con (comic convention) that the Library would like to hold. The proposed dates would be Saturday, July 15 and Sunday, July 16 when the Library is closed. A lengthy discussion followed.

**A motion was made by Mayor Schmelz, seconded by Ms. Michelson, to approve moving forward on the planning for the Comic Con convention. The use of all public areas of the building are approved for this event. The dates were finalized for July 15 and 16 from 12:00-5:00 pm when the Library is closed. All in favor. Motion carried.**

### **Correspondence**

Several requests for meeting room space have been received. They are:

- Rita Anandpara asked if she could extend her Tuesday evening Yoga program to the end of the year. She also requested adding a Thursday evening class as well. The Board felt that adding an additional night would present scheduling conflicts with Library programs and other organizations. It was suggested to ask if she would consider experimenting with alternate time slots for an additional class.

- Women's Meet Up Group, consisting of local residents, have requested to use the Friends room the 1<sup>st</sup> Monday of every month through August to discuss health related topics.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve the Women's Meet Up Group's use of the Friends meeting room the 1<sup>st</sup> Monday of every month through August. No rental fee would be charged but a donation from the group would be appreciated. All in favor. Motion carried.**

- A group of social workers from the Bergen Volunteer Medical Initiative asked to use the Conference room for 2 hours on Saturday mornings through the end of May to discuss lifestyle medicine, nutrition and public health.

**A motion was made by Ms. Michelson, seconded by Mayor Schmeltz, to approve the Bergen Volunteer Medical Initiative study group's use of the Conference room for 2 hours on Saturdays through the end of May. No rental fee would be charged but a donation from the group would be appreciated. All in favor. Motion carried.**

The Notice of Bequest of the Estate of Edmund Kolb has been received. The Library was named as a beneficiary. The Estate bequests the sum of \$1,000 to the Library. This check will be deposited into the Special Endowment Fund when it is received.

### **President's Report**

Mr. Neats attended the budget hearing at the Borough with Ms. Moonitz. Discussion followed. The budget should be introduced at the April 4<sup>th</sup> Council meeting. Mr. Neats also attended several programs at the Library. Mr. Neats noted that there were several other Library programs taking place within a 2-3 hour time span while he was here.

### **BCCLS and Friends**

The Friends have recanted their application to run the town-wide garage sale. The Friends have decided to run their own garage sale in the fall.

BCCLS has determined that the Rochelle Park Library is not in compliance with the current BCCLS By-laws. Discussion about pending litigation followed.

BCCLS is in the process of revising its billing structure. Ms. Moonitz will relay information as she receives it.

### **Building & Grounds**

The renewal for 2017 – 2018 HVAC Maintenance Agreement was received from O'Neill Contracting for the period covering April 1, 2017 to March 31, 2018 in the amount of \$4,091.

**A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to approve the 2017 – 2018 HVAC Maintenance Agreement with O'Neill Contracting in the amount of \$4,091. All in favor. Motion carried.**

The renewal for 2017 lawn maintenance and 2017 – 2018 snow removal was received from Country Green Landscaping. The period for lawn maintenance runs from the end of March 2017 to December 15<sup>th</sup>, 2017. Both quotes are the same as in previous years.

**A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to approve Country Green Landscaping's proposal for 2017 lawn maintenance in the amount of \$2,685 and the 2017 – 2018 snow removal proposal at the same rates as last year. All in favor. Motion carried.**

The Borough is requiring a resolution authorizing the auction of discarded and broken equipment due to the quantity of items to be auctioned. Resolution # 2017-07 was presented authorizing the Borough of Bergenfield to dispose of certain library property through internet auction.

**A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, approving Resolution # 2017-07 authorizing the Borough of Bergenfield to dispose of certain library property through internet auction. All in favor. Motion carried.**

### **Finance Committee**

The financial summary was distributed and discussed. A suggestion was made to inquire about putting some of the money from the Special Endowment Fund into a short-term CD to earn additional interest. Ms. Moonitz will look into current interest rates at Oritani Bank.

### **Strategic Planning**

Brainstorming ideas regarding the Library's Centennial Celebration were discussed. The next committee meeting is Monday, March 20<sup>th</sup> at 7:00 pm.

### **Personnel**

Replacements were hired for the 2 vacated part-time page positions.

### **Policy**

The draft of the Personnel Policy Manual that had been distributed was reviewed by our attorney and the Union.

**A motion was made by Dr. Reynoso, seconded by Mayor Schmelz, approving the Bergenfield Public Library Personnel Policy Manual. Any changes that arise from the upcoming Union negotiations will be incorporated into the manual. All in favor with the exception of Ms. Michelson, who abstained. Motion carried.**

### **Director's Report**

Information regarding the Library possibly becoming a Passport Acceptance Facility was distributed as a possible means of generating revenue. Discussion followed. The Board authorizes Ms. Moonitz to proceed in obtaining more information.

### **Trustee Education**

An e-mail regarding RICE notice requirements was distributed.

### **Old Business**

Applications for the 2017 Lucille Tandler Community Service Award was discussed. A vote was taken by those present and the recipient was narrowed down to 2 candidates. Ms. Moonitz will poll the Trustees who were not in attendance by telephone for their recommendation. Ms. Moonitz will notify the winner and other recipients that their applications will still be viable for next year. They will be advised that they can update the resume that had previously been submitted.

### **New Business**

The Mayor thanked the Board for making accommodations in the Friends meeting room for the Mayor's Wellness Challenge Yoga classes. The classes are scheduled on Monday evenings from March 20<sup>th</sup> through April 24<sup>th</sup> at 7:00 pm.

### **Adjournment**

**A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to adjourn the meeting. Meeting was adjourned at 9:45 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary