

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
April 13, 2017

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Laura Michelson
Charles (Jim) O'Dowd, Trustee Emeritus
Laurie Phipps
Mayor Norman Schmelz
Christopher Langschultz, Alternate, Superintendent of Schools
Thomas Lodato, Council Liaison
Allison Moonitz, Director

President Neats called the meeting to order at 7:45 p.m.

Notification of Public Meeting

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

Minutes

A motion was made by Mr. Langschultz, seconded by Ms. Michelson, to accept the March 9, 2017 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the April 13, 2017 bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

An invitation was received inviting the Trustees to attend a dinner dance celebrating the 30th anniversary of the Spanish American Cultural Association of Bergenfield on April 29th. Please RSVP by April 20th if you wish to attend. The cost is \$50 per person. Dr. Reynoso is attending and will represent the Board of Trustees. A request for a journal ad was also included with the invitation. The Trustees contributed money for a full page ad in appreciation of the contributions the Spanish American Cultural Association have given to the Library's programs in the past. Ms. Moonitz will compose the ad and note that Library funds were not used for this purpose.

A motion was made by Ms. Phipps, seconded by Mr. Langschultz, that the Library put an ad in the fundraising journal for the Spanish American Cultural Association of Bergenfield, with the Trustees' private contributions, thanking them for their contributions with Library programs. All in favor. Motion carried.

President's Report

Mr. Neats had been in contact with Ms. Moonitz to discuss several items. Mrs. Neats attended one of the Story Time programs, as well as the Spanish Story Time that followed, with her granddaughter and they enjoyed both programs.

BCCLS and Friends

The proposed changes to the BCCLS billing structure was distributed. As expected, Bergenfield's proposed annual bill would increase. Discussion followed. Approval of the billing structure is pending allowing each library time to discuss the billing structure with their Board of Trustees. BCCLS is asking for feedback. The proposed billing structure would be phased in over 3 years.

The Friends are planning to conduct their own marketplace in the beginning of October. Discussion followed concerning the Friends of the Library's decision to not proceed with coordinating the Town-Wide Garage sale. Though initially the Friends of the Library did receive approval from the council to coordinate the event, due to circumstances, they have opted to run their own private fundraiser instead. The Mayor suggested a potential collaboration with the Elks.

Building & Grounds

The renewal for 2017 – 2018 automatic door maintenance agreement was received from Assa Abloy in the amount of \$2,224.80, which is the same amount as last year.

A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to accept the 2017 – 2018 automatic door maintenance agreement from Assa Abloy in the amount of \$2,224.80 beginning 5/1/2017 through 4/30/2018. All in favor. Motion carried.

The Borough is requiring a resolution authorizing the disposal of an HP computer monitor that is inoperable and has no value. Resolution # 2017-08 was read.

A motion was made by Mr. Langschultz, seconded by Ms. Michelson, approving Resolution # 2017-08 authorizing the disposal of an HP computer monitor that is inoperable and the certification Ms. Moonitz signed stating the monitor has no value and can be discarded. All in favor. Motion carried.

After numerous complaints regarding the lack of hot water in the staff and public bathrooms, Ms. Moonitz contacted the Library's plumber, AA Plumbing, who reported that the hot water heater was installed in 2007 and is reaching its end of life. Ms. Moonitz has contacted other plumbers within the area and is waiting for their assessment. A breakdown of quotes will hopefully be available for the May meeting.

Finance Committee

The financial summary was distributed and discussed.

The Borough's budget has passed. Ms. Moonitz is in the process of finalizing budget lines in the financial summary.

Strategic Planning

The Library applied for a multi-cultural grant for the "One Town – Many Stories" program from last year and was awarded \$1,000 from the NJ Historic Commission. The grant money will be used to off-set expenses for similar projects in the future. The upcoming oral history project planned for the Library's centennial in April 2018 was discussed. The Committee is asking for suggestions of people to interview. The next committee meeting is Monday, April 17th at 7:00 p.m.

Personnel

Last year the Trustees provided a Staff Appreciation Breakfast. The Trustees have contributed to a similar breakfast to be held at the Library's "all staff" meeting on May 3rd. Trustees are invited to attend.

Ms. Moonitz inquired when negotiations should begin for the new Union Contract. The current contract expires on 12/31/2017. Mr. Neats and Ms. Phipps felt that negotiations should start in August or September. The Library lawyer and CWA will be notified of this anticipated timetable.

Policy

No report.

Director's Report

Resolution # 2017-09 authorizing the use of a performer contract for library programming by outside vendors was distributed. The Library did not have a formal contract in place previously. Since the Library is having more performer programs, a formal contract is necessary at this time. The contract has been reviewed by the Borough, the Borough's attorney and the Borough's Risk Manager.

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, approving Resolution # 2017-09 authorizing the use of the performer contract for library programming by outside vendors. All in favor. Motion carried.

A summary of information Ms. Moonitz obtained regarding the Library possibly becoming a Passport Acceptance Processing Facility was distributed. Discussion followed.

A motion was made by Ms. Phipps, seconded by Mayor Schmelz, authorizing Ms. Moonitz to begin the necessary steps to have the Library certified as a Passport Services Processing Facility. All in favor. Motion carried.

Ms. Moonitz presented an update on the progress of the 2nd floor study/reading lounge area. The next steps are to have an electrician cap off 3 external electrical receptacles because they are a tripping hazard. A quote of \$650 was received from East-West Electrical Contractors. In the future, we have the option to install a mobile power pole providing multiple outlets for anyone using this space. The Friends offered to purchase furniture for the area. The company the Library purchased the furniture from after the renovation of the building is no longer on State Contract and is part of another cooperative. If we want the furniture to match the 1st floor furniture, we would have to join the other co-op, thus taking more time for the delivery of the furniture. The Board felt that the furniture did not need to match the existing 1st floor furniture. The floor was not carpeted under the shelving during the renovation so there are portions that do not match. Ms. Moonitz suggested purchasing area rugs to cover these areas.

A motion was made by Mayor Schmelz, seconded by Ms. Phipps, authorizing Ms. Moonitz to proceed with the planning of the study/reading space. All in favor. Motion carried.

Trustee Education

No report.

Old Business

The Mayor attended the Makerspace and Flavian programs the Library held on March 26th. Both programs were fantastic. Everyone who attended seemed to enjoy the programs.

Discussion followed regarding the planning of the upcoming Comic Con program the Library in July.

New Business

No report.

Adjournment

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

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary