

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
May 11, 2017

## Present:

Thomas Neats, President  
Marcela Deauna  
Charles (Jim) O'Dowd, Trustee Emeritus  
Laurie Phipps (left at 8:00)  
Jay Shiner  
Mayor Norman Schmelz  
Allison Moonitz, Director  
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:45 p.m. The order of business for portions of this meeting were adjusted to allow for a quorum.

## Notification of Public Meeting

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

## Minutes

**A motion was made by Mrs. Phipps, seconded by Mrs. Deauna, to accept the April 13, 2017 minutes. All in favor. Motion carried.**

## Bills

**A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to approve the May 11, 2017 amended bill list. All in favor. Motion carried.**

## Public Portion

Ms. Venessa Manzano, from the Filipino School of New York and New Jersey, proposed partnering with the Library and high school students to hold a series of Filipino children's story time and craft programs, similar to the Spanish Story time. The high school students would earn community service credits. The time slot for the series would be after school starting in October. Approval of this program will be discussed in June due to lack of a quorum.

## Correspondence

A letter from Mayor Schmelz was received thanking the Library for their participation in the Mayor's Wellness Program.

## President's Report

Mr. Neats attended the presentation of the Lucille Tandler Community Service Award to Matt Connell. The award was presented during a Tuesday morning program. Mr. Neats and several Board members attended the Staff Appreciation Breakfast on May 3<sup>rd</sup>. Mr. Neats also attended a few Story Time programs.

## BCCLS and Friends

BCCLS will hold an emergency System Council meeting on May 12<sup>th</sup> to vote on terminating membership of the Rochelle Park Library from BCCLS due to ongoing non-compliance with BCCLS By-Laws.

Matthew's Diner is celebrating their 50<sup>th</sup> year anniversary. They are having a ribbon cutting ceremony on June 1<sup>st</sup> from 4 – 6 pm. Mr. Matthews will be gifting several local charities, including the Friends of the Bergenfield Library. A percentage of your bill will be donated to the charity of your choice anytime during the month of June. The other 3 charities are the Friends of the Bergenfield Music Department, the VFW and the Bergenfield United Soccer Club. Simply specify the charity when you pay your bill. No flyer is necessary.

## Building & Grounds

Quotes for the replacement of the water heater were distributed and discussed. Mrs. Phipps recommended asking AA Plumbing & Heating and O'Leary Plumbing Inc. for additional details on the type of water heater each vendor is proposing to install. Additional information will be discussed at the June meeting.

East West Electrical Contractors removed the 3 external electric receptacles that were extending out of the floor.

### Finance Committee

The financial summary was distributed and discussed. The Library's budget has been approved. The appropriation was reduced by \$700 from 2016.

The rates for opening a CD with Oritani Bank using portions of money from the Capital Improvement and Special Endowment funds were discussed. Mr. Shiner suggested contacting the bank and asking for a higher rate of interest than the one currently advertised. Tentative dollar amounts were briefly discussed.

### Strategic Planning

The Committee is meeting on Monday, May 15<sup>th</sup>. They will be discussing initial training and identify 5 candidates to be interviewed for the upcoming oral history project.

### Personnel

Our part-time Reference librarian resigned. We are in the process of filling this vacancy. Discussion followed concerning an additional part-time person dedicated to handling library marketing and PR. Ms. Moonitz will contact the Union regarding adding a new position.

### Policy

No report.

### Director's Report

The Library will march in the Memorial Day Parade on May 29<sup>th</sup> and will be participating in Family Fun Day on June 4<sup>th</sup>. Preparations for the Library's Comic Con were discussed.

Ms. Moonitz attended the NJLA Conference. The check of \$1,000 was presented to Ms. Moonitz from the NJ State Library for the "One Town, Many Stories" multi-cultural program. She attended 2 interesting programs while at the conference. One was on strategic planning and the other was how to start circulating wireless hot spots.

### Trustee Education

No report.

### Old Business

The Board wished Jim O'Dowd a happy birthday.

### New Business

Resolution # 2017-10 to enter into a cooperative pricing agreement with Educational Services Commission of New Jersey (ESCNJ) to purchase discounted furniture for the 2<sup>nd</sup> floor lounge area was distributed and discussed. The Friends of the Library have authorized a reimbursement of \$10,000 to the Library for the purchase of lounge chairs.

**A motion was made by Mrs. Phipps, seconded by Mr. Shiner, to authorize Ms. Moonitz to join the Educational Services Commission of New Jersey (ESCNJ). All in favor. Motion carried.**

A summary of quotes for the lounge chairs was distributed and discussed.

**A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to authorize Ms. Moonitz to coordinate with the Friends regarding the selection of lounge chairs for the 2<sup>nd</sup> floor lounge area, staying within the \$10,000 budget. All in favor. Motion carried.**

Mayor Schmelz inquired about partnering with the Library's movie licensing to show movies in the park over the summer.

### Adjournment

**A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:15 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary

