

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
June 8, 2017

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna
Laura Michelson
Charles (Jim) O'Dowd, Trustee Emeritus
Laurie Phipps (arrived 8:20)
Mayor Norman Schmelz (left at 7:50)
Chris Langschultz, Alternate, Superintendent of Schools
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:30 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 Mayor Schmelz, seconded by Mrs. Deauna, to accept the May 11, 2017 minutes. All in favor with the exception of Mrs. Chittum, who abstained. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the June 8, 2017 amended bill list. All in favor. Motion carried.

Public Portion

Ms. Rita Anandpara thanked the Board for allowing her to continue renting the Friends room for her yoga classes at the Library. She anticipates continuing through the end of the year.
The Children's summer programs were discussed.

Correspondence

No report.

President's Report

Mr. Neats attended a few Story Time programs and thanked those Board members who participated in marching in the Memorial Day parade. Mr. Neats also thanked the Library staff members who helped at Family Fun Day.

BCCLS and Friends

Ms. Moonitz was asked to be on the BCCLS Reciprocity Task Force (RTF). The RTF will try to balance inequities across each BCCLS library. This includes re-evaluating professional standards such as materials, programming and net reimbursements.

Matthew's Diner had a month of celebrations for the 50th year anniversary. The Friends will receive a portion of the proceeds that Matthew's Diner collects throughout the month of June. Simply mention you're supporting the Friends of the Library when you pay your check.

The Friends are proceeding with a marketplace on Columbus Day weekend. They are interested in asking outside community organizations, such as the girl or boy scouts, the Garden Club, etc., if they would like to have a table to sell their goods or give the public information about their group. Any community organizations who are interested would have a table outside of the building. Charging them a fee for a table rental was discussed. The Board agreed not to charge a fee for Bergenfield non-profit groups who would like to participate at the marketplace.

Building & Grounds

John O'Brien, our maintenance person, is busy working on rotating the shelving on the 2nd floor social/lounge area. The goal is to have all the shelving rotated in time for the Comic Con event in July. Ms. Moonitz consulted with

the Friends and selected the style chairs. They are still working on picking out the fabric. It will take 10 to 12 weeks to receive the furniture once it is ordered.

Ms. Moonitz mentioned that we were having issues with the inside Flushmate system in one of the staff bathrooms. A new part has been installed and it seems to working so far.

Finance Committee

The financial summary was distributed and discussed.

Per the Board's request at the May meeting, Ms. Moonitz spoke with the manager of Oritani Bank to inquire if they offer a 12 month CD with a higher rate than what was being advertised. Oritani Bank does not have a 12 month CD but they are willing to offer 1.15% for a 9 month CD and 1.3% for a 16 month CD. The original rates currently being offered are .9% for a 9 month and 1.05% for a 16 month CD.

A motion was made by Mrs. Deauna, seconded by Dr. Reynoso, to purchase 2 separate CDs for a 9 month CD at a rate of 1.15% in the amount of \$25,000 from the Special Endowment Fund and \$38,000 from the Capital Improvement Fund. All in favor. Motion carried.

Strategic Planning

The Committee met on Monday, May 15th. The date selected for the centennial gala celebration is April 28, 2018 at Conlon Hall. The committee has chosen Anna Ramirez, Robert Rivas, Jim O'Dowd, Dr. Jojy Cheriyan and Cathy Madalone to interview as well as several alternates. Discussion followed.

Ms. Moonitz reported that the Committee is also talking about having a carnival type celebration outside in June 2018 celebrating the Library's birthday. They are thinking about closing the street off by the parking lot.

Personnel

Ms. Moonitz is in the process of finalizing a date for a mental health first aid training for staff development. The Library will need close 1 full day, probably on a Friday when we're only open to the public from 1 – 5 pm. The community will have ample notice of the Library's closure. Discussion followed.

A motion was made by Mrs. Phipps, seconded Mrs. Chittum, approving the closure of the Library for 1 day in the summer allowing for mental health training for staff. All in favor. Motion carried.

Ms. Moonitz reported that the CWA Union has requested preliminary information in preparation for negotiations. Copies of information will be sent to the Negotiating Committee and our attorney. Ms. Moonitz has also discussed the new public relations position and the Sunday Reference librarian with the Union. Discussion followed.

The Sunday Reference librarian has been hired. She will come in to meet the staff in June and employment will begin in September.

Policy

Ms. Moonitz asked if the Policy Committee could work on updating the Library Card Policy over the summer.

Director's Report

The Bergenfield Moms Facebook group needs a space to paint inspirational messages on rocks for their Bergenfield Kindness Rocks Project. They have asked to use the Friends room on Sunday, June 25th to paint the rocks. These rocks are left around the building's exterior. People will pick up a rock and leave one until the Library's fall clean-up. The Friends will stop by to introduce themselves to the Moms hoping to gain some memberships.

The Bergenfield Recreation Department would like to use the Friends room for their Challenger Program as they did last year. The Challenger Program is an arts, crafts and creative thinking program for children. They plan to meet on Thursday evenings for 6 weeks. The Board is approving the Bergenfield Recreation Department to meet at the Library for 6 Thursdays over the summer.

A 6 week meditation series will be held on Monday nights starting in July. This program originated as a Tuesday morning program and evening program. Several people spoke to Ms. Moonitz asking if the Library would consider offering this program again because they enjoyed it very much. This program is free to the public. Other programming was discussed.

Trustee Education

A flyer from BCCLS was distributed explaining the termination of Rochelle Park's membership from BCCLS for Trustees' information in case questions arise.

Old Business

Ms. Moonitz contacted AA Plumbing & Heating and O'Leary Plumbing Inc. for additional information as requested by the Board at the May meeting. Ms. Moonitz reported on the information received from each company. Both companies are replacing the existing water heater with the same type of gas heater. Because the water heater is going to be installed in a commercial building, we would only get a 1 year warrantee, no matter which vendor is selected. AA Plumbing is the Library's existing plumber. Discussion followed.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to accept the proposal from AA Plumbing & Heating, our current plumber, for the replacement of the water heater and additional fittings in the amount of \$3,300. Ms. Moonitz will inquire if AA Plumbing will absorb the permit fee. Payment for the water heater will be taken from the Library's regular operating budget. All in favor. Motion carried.

Ms. Venessa Manzano, from the Filipino School of New York and New Jersey, proposed partnering with the Library and Bergenfield high school students to hold a series of Filipino children's story time/craft programs at the May meeting. This program will be similar to the Library's Spanish Story Time. The high school students conducting the program would earn community service credits. Approval was postponed in May due to the lack of a quorum.

A motion was made by Ms. Michelson, seconded by Mr. Langschultz, to approve the Filipino Story Time Program allowing for a series of story times/crafts programs as discussed at the May meeting. All in favor. Motion carried.

Ms. Moonitz updated the Board on plans for Comic Con. Different ideas regarding potential food concessions for the centennial carnival were also discussed.

New Business

No report.

Adjournment

A motion was made by Dr. Reynoso, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary