

## BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

### Minutes

September 14, 2017

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcella Deauna, Treasurer  
Thomas Lodato, Council Liaison  
Laura Michelson  
Allison Moonitz, Director  
Charles J. O'Dowd, Jr, Trustee Emeritus  
Laurie Phipps  
Norman Schmelz, Mayor

Mr. Tom Neats called the session to order at 7:40 p.m.

#### **Notification of Public Meeting**

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

#### **Minutes**

**A motion was made by Dr. Reynoso, seconded by Mrs. Phipps to accept the minutes of June 8, 2017. All voted in favor. Motion carried.**

#### **Bills**

**A motion was made by Mrs. Chittum, seconded by Mayor Schmelz to approve the July 2017 bill list. All voted in favor. Motion carried.**

**A motion was made by Mrs. Phipps, seconded by Mrs. Chittum to approve the August 2017 bill list. All voted in favor. Motion carried.**

**A motion was made by Mayor Schmelz, seconded by Mrs. Michelson to approve the September 2017 bill list. All voted in favor. Motion carried.**

#### **Public Portion**

Mr. Donald Calderon, a representative of the Hispanic-American community, requested the use of the meeting room to provide aid to students in choosing colleges and careers. There would be 15 to 30 present. The dates would be flexible on a Sunday, at the discretion of the Director.

**A motion was made by Mayor Schmelz, seconded by Mrs. Phipps to hold student sessions on dates to be approved by Ms. Moonitz. All voted in favor. Motion carried.**

Ms. Moonitz will contact Mr. Calderon with approved dates.

#### **Correspondence**

The Philippine Consulate has offered to make a general donation of books to the Library. Ms. Moonitz will contact the Consulate with her decision.

Mr. Ezio Altamura who represents the Borough's insurance provider sent a thank you note for the library's condolence card.

## **President's Report**

Mr. Neats commented Comic-Con went well. The Library Board was well represented and there was a tremendous amount of outside support. It was a great team effort by Ms. Moonitz and the library staff.

## **BCCLS and Friends**

Ms. Moonitz stated that BCCLS is searching for a new Executive Director. There will also be a lot of changes in the BCCLS budget, specifically in the HOOPLA service and a vote will be held for restructuring the BCCLS billing formula.

Friends of the library marketplace will take place on Columbus Day weekend.

The BCCLS and Friends yearly breakfast will be held at Season's on October 7, 2017.

## **Buildings and Grounds**

Ms. Moonitz stated that the second floor reconstruction was finished except for the carpeting. The old chairs from the first floor are now upstairs and appear to be in almost constant use. New chairs for the first floor were provided by the Friends of the Library.

Masonry work on the outer perimeter stonework is needed. Discussion will be put off until the budget is presented in the spring.

## **Finance**

Ms. Moonitz stated that the new way to format with QuickBooks suggested by the auditors is easier. The board consensus was that recording in excel form is more appropriate for board use.

## **Director's Report**

Circulated by mail.

## **Trustee Education**

Included in the board packet distributed at the meeting.

## **Strategic Planning**

Dr. Reynoso met with the Strategic Planning Committee on September 11th. The focus was on the Centennial Celebration, April 28, 2018.

We discussed the possibility of a formal event with a fund raising journal and the presentation of the Lucille Tendler award at the same time. Mayor Schmelz suggested the event be held at the Elks Club instead of Conlon Hall because of the site-fees involved. He will check on the possibility of a free photographer and DJ. Perhaps the Bergenfield schools could be enlisted to work on the journal and a logo for the event.

**A motion was made by Mrs. Phipps and seconded by Mrs. Chittum that funds raised by the Journal at the Centennial event be used for expanding programming and physical space in the library for youth oriented activities. All voted in favor. Motion carried.**

A printed mailer for the event, for town-wide notification, might run over the suggested budget. Costs, etc. will be explored at the October meeting.

A family friendly event will also be held on a different day during the summer.

## **Personnel**

**A motion was made by Mrs. Phipps, seconded by Mayor Schmelz to go to closed session at 8:50 p.m. All in favor, motion carried**

Mr. Neats returned to open session at 9:05 p.m.

**A motion was made by Mrs. Michelson, seconded by Mrs. Phipps that the Director hire a temporary Administrative Assistant for two days a week, for six weeks, at \$25 per hour. All in favor, motion carried.**

**Policy**

**A motion was made by Mrs. Phipps, seconded by Dr. Reynoso to approve the change in eligibility requirements for a library card. All in favor. Motion carried.**

**Old Business**

None

**New Business**

A discussion on the need to charge for the use of the fax machine was held.

A fee of \$1 per page was decided. Discussion was held on fees to be charged for teaching one on one computer classes by the staff. A fee of \$45 per hour was decided for non-residents. No fee for Bergenfield residents.

Ms. Moonitz stated that Comic-Con will most likely be held on one day only, Sunday, August 26, 2018. Ad sponsorship for the event will be explored.

**Adjournment**

**A motion was made by Mrs. Phipps, seconded by Mrs. Michelson to adjourn the meeting. All in favor. Motion carried. Meeting was adjourned at 9:40 p.m.**

Respectfully submitted,

Barbara Chittum, Recording Secretary