

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
December 14, 2017

Present:

Tom Neats, President
Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Jay Shiner
Thomas Lodato, Council Liaison
Christopher Langschultz, Alternate, Superintendent of Schools
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting 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 Mr. Shiner, seconded by Dr. Reynoso, to accept the November 9, 2017 minutes. All in favor, with the exception of Tom Neats who abstained because he was not present. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the December 14, 2017 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

Approval of Recurring Room Rentals will be discussed under New Business.

President's Report

Mr. Neats attended the New Jersey Board of Education convention in Atlantic City last month and may have some programming information and possible author visits. Mr. Neats attended the Staff Development meeting on December 13, several Story Hours and the Borough's Volunteer Appreciation dinner.

BCCLS and Friends

The December Friends meeting was held at Matthews Diner for lunch. They are not having a meeting in January. The next meeting is scheduled for February 1.

BCCLS is going through many changes. BCCLS is in the process of accepting applications for their Executive Director. It is hoped that a new Executive Director will be hired by the spring. The State has negotiated a contract with a new delivery system starting in January. Patrons will not be able to request books after today to clear out the backlog of hold requests that still need to be delivered before the new system starts. The new BCCLS billing structure was approved at the last System Council meeting. The restructured BCCLS billing formula will increase the Bergenfield Library's bill by 10% and will be phased in over 3 years. In the past, the BCCLS bill was pre-paid in full in December for the upcoming year to take advantage of a discounted price. Beginning 2018, our BCCLS bill will be paid on a quarterly basis.

Building & Grounds

John O'Brien, our maintenance person, hung a large historical mural of the old South Church in the Friends room in anticipation of the Centennial. It was previously in storage.

Finance Committee

The financial summary was distributed and discussed. Discussion followed regarding the CDs that will mature in February. The CDs were opened using money from the Capital Improvement and Special Endowment bank accounts to obtain a higher interest rate than what was earned from the money market accounts.

Centennial / Strategic Planning

Plans for the Centennial Celebration are progressing. The Committee is busy obtaining ad journal sponsorships for the event. Oral history interviews have begun, starting with Charles (Jim) O'Dowd. The Centennial Celebration event will be held on May 5th, 2018 from 7 pm to 11 pm at the Knights of Columbus in Dumont. The theme is "A Walk Through Time." Details are still being finalized.

Personnel

Ms. Moonitz corresponded with the Personnel Committee regarding a part-time employee. Updates will follow when available.

Policy

The Meeting Room Policy regarding payment from for-profit businesses and organizations was amended.

A motion was made by Mrs. Chittum, seconded by Mr. Shiner, to change the portion of the policy regarding the use of meeting room space for-profit businesses and organizations to read "For-profit businesses and organizations may use meeting rooms for a conference, training, or seminar, but not for sales purposes, for a charge of \$25 per hour. All in favor. Motion carried.

The policy had previously stated that for-profit businesses and organizations would be charged \$100 for any part of a 4 hour period.

Director's Report

Ms. Moonitz and Ms. Moroses, head of the Children' department, attended the Borough's Holiday at the Pond event. It was a very busy day and the Library plans to participate again next year.

Ms. Moonitz is working on the 2017 Annual Report. It will be distributed to the Board at the January 2018 meeting.

The University Hospital in Newark received a grant from FEMA to host a course about "What To Do Until Help Arrives." The main intent of the 3 hour course is to educate individuals on what to do in the event of an emergency. Ms. Moonitz would like to offer staff this course in late February or early March on a Wednesday morning. The Library would be closed to the public until 1:00 on that day.

BCCLS is in the process of implementing a credit card payment system for overdue fees through their website. Staff are not involved in the transactions.

The Library has an ordinance on file with the Borough which states that the Library will take a patron to court if they have fines or fees that exceed \$30 for lost or damaged items that are not returned within 140 days. The Board agreed to raise the threshold to \$50 at the May 2016 Board meeting. Ms. Moonitz is working with the Borough Clerk on how to proceed with making this change to the ordinance.

Trustee Education

Mrs. Chittum and Ms. Moonitz attended the "Library Advocacy Services for Library Staffs and Boards of Trustees" BCCLS workshop on November 17th in Hasbrouck Heights. Mrs. Chittum summarized the workshop, that the roll of the Board members are to support and advocate for the Library when speaking with the community.

A Board Ethics webinar from the State Library was shown as part of the mandatory continuing education requirement.

Old Business

No report.

New Business

Recurring Room Rentals: Requests were received from For the Love of Words writers group on the 2nd and 4th Monday evenings; the Good Neighbors Toastmasters Club on the 2nd and 4th Thursday evenings for a charge of \$20 per meeting with an attendance of 8 people; the Willett Court Condo Association and the Davis Court Condo Association both for their quarterly meetings.

A motion was made by Mr. Langschultz, seconded by Mrs. Chittum, to approve the use of the Friends room by the Good Neighbors Toastmasters Club with a maximum occupancy of 15 people for the 2018 year on the 2nd Thursday of the month in the Friends room and the 4th Thursday of the month in the Conference room for a charge of \$20 per meeting providing there are no conflicts with other groups, organizations, Library programs

or Borough meetings. If the amount of people attending the meeting exceed 15 people, the charge may be adjusted. All in favor. Motion carried.

A motion was made by Mrs. Chittum, seconded by Mrs. Deauna, to approve the use of the Library's meeting room space by the Love of Words writers group on the 2nd and 4th Mondays of each month, with the exception of July and August. All in favor. Motion carried.

A motion was made, by Mrs. Deauna, seconded by Mr. Langschultz, to approve the use of the Library's meeting room space by the Willett Court Condo Association and the Davis Court Condo Association for their quarterly meetings in compliance with the revised the Meeting Room Policy stated above. The Board of Trustees has approved the use of the Library's meeting room space in 2018 for a fee of \$25.00 per hour. All in favor. Motion carried.

A motion was made by Mrs. Deauna, seconded by Mr. Langschultz, to go into closed session at 9:05 pm

A motion was made by Mrs. Deauna, seconded by Mr. Shiner to re-open the meeting at 9:25 pm.

Adjournment

A motion was made by Mr. Shiner, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary