

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
November 9, 2017

Present:

Barbara Chittum, Recording Secretary
Marcela Deauna
Laura Michelson
Charles (Jim) O'Dowd, Trustee Emeritus
Nelson Reynoso, Vice President
Mayor Norman Schmelz (left at 7:45)
Jay Shiner (arrived at 7:55)
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

Vice President Reynoso 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

Vice President Reynoso read the report on public notification of this meeting.

Minutes

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to accept the October 19, 2017 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the November 9, 2017 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

Evelyn Rizzo thanked the Board for the get well card.

President's Report

No report.

BCCLS and Friends

Hoopla will be discontinued from the BCCLS electronic resources due to its cost. Each library could purchase their own subscription but it would cost Bergenfield roughly \$10,000, which will not be included in the 2018 operating budget.

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. Discussion followed.

The Friends made a profit of \$1,200 from their Marketplace fundraiser. A check from Matthews Diner was received in the amount of \$500 from the diner's 50th anniversary fundraiser. The Friends will participate in the Borough's Holiday in the Park celebration on December 2nd.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed. The 2016 audit was distributed.

Strategic Planning

Planning for the Centennial event was discussed. The flyer for the ad journal was distributed. The ad journal will be designed by BHS graphic arts students. 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.” The committee is still working on finalizing the details. The Lucille Tendler Community Service Award will be presented at the event. Interviewing people for the oral history project will begin on Monday, November 13th, starting with Jim O’Dowd. Portions of the interviews will be shown during the Centennial event. Volunteers are needed for several other sub-committees. A separate “birthday” block party in the summer is being planned. The next Centennial Planning meeting will be November 20th.

Personnel

No report.

Policy

No Report.

Director’s Report

The Library is working with the school district to do a time capsule project for the centennial. Each elementary school will be given a theme and it’s up to the school to fill a bin (provided by the Library) with items related to that theme. Each bin will be buried during the “birthday” block party. Allison is planning to have a community leader book club where a community leader will read a book once a quarter. Police Chief Madalone and Pat August from the health department have already volunteered to do a reading.

Ms. Moonitz asked if the Library could close at 2:00 pm on Wednesday, December 13th for a staff, volunteers and trustee holiday party.

A motion was made by Ms. Michelson, seconded by Mr. Shiner, to approve closing the Library at 2:00 on Wednesday, December 13th for a holiday party. All in favor. Motion carried.

Trustee Education

Mrs. Chittum and Ms. Moonitz will attend the BCCLS “Library Advocacy Services for Library Staffs and Boards of Trustees” workshop on November 17th in Hasbrouck Heights. Trustees are required to complete 7 overall continuing education hours. Online trustee training webinars are available. One of the webinars will be shown at the December meeting.

Old Business

No report.

New Business

The proposed 2018 Budget was circulated by mail and discussed. Ms. Moonitz reported that negotiations for the 2018 through 2020 union contract will begin with CWA. Ms. Moonitz has proposed a modest increase in the salaries and benefits line to allow for changes in the new union contract. The buildings and materials lines were kept flat. Changes to the BCCLS bill were also discussed. The Library is requesting a 1 time separate supplemental request to the Borough for the Library’s 100th Anniversary Centennial programming expenses.

A motion was made by Ms. Michelson, seconded by Mrs. Chittum, to approve submitting the 2018 Proposed Operational and Supplemental Budget to the Borough. All in favor. Motion carried.

The timeline for the Lucille Tendler Community Service Award will be as follows: Applications will be accepted in January; the recipient will be chosen at the March meeting; and the award will be presented at the Centennial Celebration in May.

Adjournment

A motion was made by Mrs. Chittum, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary