

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes  
February 8, 2018**

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Laurie Phipps  
Mayor Norman Schmelz  
Thomas Lodato, Council Liaison  
Christopher Langschultz, Alternate for 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.

President Neats asked for a moment of silence in remembrance of former Trustee Emeritus Charles (Jim) O'Dowd.

## **Minutes**

**The January minutes were amended to reflect the correction of Mayor Schmelz's name. A motion was made by Dr. Reynoso, seconded by Mr. Langschultz, to accept the January 11, 2017 minutes as amended. All in favor. Motion carried.**

## **Bills**

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

## **Public Portion**

Ray Gorman, former councilman and Library council liaison, attended the meeting to obtain clarification of the delivery issue and discontinuation of the ability to request books from other libraries. Ms. Moonitz explained that LibraryLink NJ awarded the statewide contract for interlibrary loans to Expak after the previous vendor's contract expired. Individual BCCLS libraries were not included for input during the review process. BCCLS has developed a new delivery task force to figure out what to do now and in the future so this situation doesn't happen again. Once the backlog of materials have been delivered, BCCLS will turn the hold feature back on in a tiered fashion so as not to flood the delivery system and its warehouses. Mr. Gorman strongly suggested getting the State representatives involved to rectify the situation. BCCLS has drafted sample letters to send to the LibraryLink NJ Review Board concerning the situation. Discussion followed. Mr. Gorman asked if Bergenfield Library could apply for any portion of the library construction bond grant that was recently passed by the State. At this point, the State is still working on the application process.

## **Correspondence**

A request to use the Friends meeting room was received from a former employee, Tajanee Mayo. Ms. Mayo is part of a musical team, consisting of 4 people from the Jesus is Lord Church. Her request is to use the Friends room for their worship rehearsals on Saturdays from 10:00 am to 1:00 pm whenever the room is vacant. Their church rents space from the Calvary Church across the street. They do not have access to use the Calvary Church or have another convenient place to rehearse. Discussion followed.

**A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to allow the Jesus is Lord Church worship team to use the Friends room on Saturdays between 10 am and 1 pm for rehearsals on a probationary basis through the end of February. At the end of the probationary period, the Board reserves the right to cancel the agreement or extend it. Reasons for canceling the agreement would include excessive noise and/or leaving the room in poor or dirty condition. All in favor, with the exception of Mrs. Phipps who abstained. Motion carried.**

A letter addressed to Mayor Schmelz, with copies to Library administration and Thomas Neats, was read from Young & Associates, Inc. Property Management. Young & Associates manages 2 condo properties that have been meeting at the Library for the last several years at no cost. The condos are Willett Court Condominium Association for their quarterly meetings and Tracey Court Condominium Association for an annual meeting. They have been advised of the revised rental policy for using the Library. Young & Associates feel that the Willett Court Condo Association should not have to pay \$100 (\$25 per meeting per hour) and the Tracey Court Condo Association would only have to pay \$25 for having only 1 meeting per year for an hour. They are asking the Board to review the current policy. The Board has re-discussed this issue. Mayor Schmelz will respond to Young & Associates, Inc.'s letter reiterating that the Board is affirming our existing Meeting Room Policy.

### **President's Report**

Mr. Neats attended several children's story hours including the start-up of the new Babies in Booties. Ms. Moonitz had been in contact with Mr. Neats when the Library had to close for a water main repair and snow.

Mr. Neats represented the Board at Jim O'Dowd's wake and told a family member how indebted we were to have him as a member of the Board and for all his years of service. His family mentioned how important the Library was to Mr. O'Dowd and that he was very thankful to be involved with the Library's operations. The family asked that donations be made to the Library in lieu of flowers. Discussion followed regarding how to use these donations to honor Jim O'Dowd for all his years of service. Several suggestions were made.

Mr. Neats and Ms. Moonitz met with the Borough's Finance Committee regarding the proposed 2018 budget.

### **BCCLS and Friends**

The Friends met and finalized their participation in coordinating the Centennial event. They are coordinating a 50/50 raffle and a small silent auction. Once the Centennial event is over, the Friends will think of other fundraisers.

The delivery service with LibraryLink NJ and Expak was discussed. Expak hired their own warehouse sub-contractors and made the delivery routes. LibraryLink NJ has no communication with those sub-contractors to discuss problems with warehouse management or routes. LibraryLink NJ is starting legal proceedings. Expak has been extremely unresponsive in communicating with LibraryLink NJ. Expak has given their 120 days' notice to terminate their contract on May 29, 2018. LibraryLink NJ is in the process of obtaining quotes for a new Request for Proposal (RFP). LibraryLink NJ intends to have a new delivery service in place before Expak's contract expires in May. As Mr. Neats mentioned, BCCLS has drafted sample letters to send to the LibraryLink NJ Review Board concerning the situation. The one positive point throughout this unfortunate situation is that it demonstrates how often libraries are used by the public.

### **Building & Grounds**

The renewal for 2018 lawn maintenance and 2018 – 2019 snow removal was received from Country Green Landscaping. The period for lawn maintenance runs from the end of March 2018 to December 15, 2018. Both quotes are the same as in previous years.

**A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to approve Country Green Landscaping's proposal for 2018 lawn maintenance in the amount of \$2,685 and the 2018 – 2019 snow removal proposal at the same rates as last year. All in favor. Motion carried.**

### **Finance Committee**

The financial summary was distributed and discussed and reflects a zero percent increase to the Library's 2018 budget.

### **Centennial/Strategic Planning**

The Centennial event will be held on May 5<sup>th</sup> at the Knights of Columbus Hall in Dumont. We have sold 70 tickets so far. The committee is in the process of finalizing the program. To date, \$12,000 worth of commemorative ad journal space has been sold. The Board will purchase a full-page color ad using personal funds. The deadline to place an ad is February 28<sup>th</sup>. The oral history portion of the project is coming along. The first person that was interviewed was Jim O'Dowd, followed by Anna Ramirez and the former Mayor Rivas. Discussion followed.

### **Personnel**

One of our part-time pages was terminated due to on-going absenteeism.

### **Policy**

No report. The Tutoring Policy will be the next policy to be reviewed.

### **Director's Report**

Ms. Moonitz and Mr. Neats met with the Borough's Finance Committee. Based on the meeting, a revised 2018 proposed budget was distributed and discussed. The Finance Committee is open to trying to find a way to help the Library with its Centennial celebrations including potentially collaborating with the Recreation Department.

The CDs from the Capital Improvement and Endowment Funds will mature March 19<sup>th</sup>. A summary of CD rates was distributed. This will be discussed next month when Mrs. Deauna returns.

### **Trustee Education**

No report.

### **Old Business**

No report.

### **New Business**

The kick-off for the Mayor's Wellness Challenge starts Sunday, February 11<sup>th</sup> at the Bergenfield Elks. This is a town-wide 8 week challenge which includes free or low cost workshops, exercise classes and fitness trials, such as walking clubs. The Library will be the host for an 8 week Yoga series. All are welcome to join.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to go into Closed Session to discuss contract negotiations.**

**A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to go back into Open Session at 9:40 pm.**

### **Adjournment**

**A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to adjourn the meeting. Meeting was adjourned at 9:41 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary