

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes January 11, 2018

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Laura Michelson  
Jay Shiner  
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 7:35

### **Notification of Public Meeting**

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

### **Oath of Office**

Mayor Schmelz administered the Oath of Office to Barbara Chittum who was reappointed as Trustee of the Bergenfield Public Library.

### **Minutes**

**A motion was made by Mrs. Deauna, seconded by Mr. Langschultz, to accept the December 14, 2017 minutes. All in favor with the exception of Mayor Schmelz and Ms. Michelson who were not present. Motion carried.**

### **Bills**

**A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the December 31, 2017 amended bill list. All in favor. Motion carried.**

### **Public Portion**

Representatives from the Good Neighbors Toastmasters, Anthony Paradiso and Stephen Weiss, attended the meeting for requesting clarification of the meeting room space the Library would provide for them. Their request was approved at the December 2017 meeting. The Board reiterated that the group may meet on 2<sup>nd</sup> Thursday of the month in the Friends room and the 4<sup>th</sup> Thursday in the Conference room providing there are no unexpected scheduling conflicts.

### **Correspondence**

No report.

### **President's Report**

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

### **BCCLS and Friends**

The Friends did not hold a meeting in December.

The change of the state-wide delivery service has been a very bumpy transition. There is a large backlog of items to be delivered and picked up from all libraries. Directors are delivering items to surrounding libraries themselves in order to alleviate some of the backlog. Therefore, out-of-town material requests have not been filled.

### **Building & Grounds**

No report.

## Finance Committee

The financial summary was distributed and discussed. Funds that were not expended in the Building and Materials line are a result of the transition phase of the new BCCLS billing structure. In the past, the BCCLS bill was pre-paid in full to take advantage of a discount. Beginning 2018, our BCCLS bill paid on a quarterly basis. Ms. Moonitz spoke to the auditor on how to document this. The auditor will make a notation in QuickBooks to carry-over the money when she does the 2017 audit. The Board is aware of the carry-over and the money will be encumbered for the Library's 2018 budget following proper accounting procedures. This is a 1 time occurrence during BCCLS' transitional billing period and will not be an issue for the Library's 2019 bill. Mrs. Deauna reported that the CDs that were opened from the Capital Improvement and Endowment Funds will expire on March 19, 2018. Ms. Moonitz will research current interest rates and report back to the Board.

## Centennial/Strategic Planning

Tickets for the Library's 100<sup>th</sup> Centennial event are now available. The cost is \$40 if you are a member of the Friends and \$50 for non-members. The ad journal is moving along. Artwork is needed by February 28<sup>th</sup> so the BHS graphic arts students have time to design the journal. The oral history interviews are also moving along. Jim O'Dowd was the first interview. A DJ and photographer have been confirmed for the event. The high school jazz band will play music during the cocktail hour.

## Personnel

The CWA union negotiating meeting was postponed due to the weather. The next meeting is scheduled for Wednesday, January 17<sup>th</sup>. We received resignations from 2 part-time employees, our Public Relations person and a page. We are in the process of recruiting for these positions.

## Policy

No report.

## Director's Report

The Annual Report was distributed.

Ms. Moonitz was approached by Lightbridge Academy, the new preschool on Washington Avenue. In order to get licensed by the State, they need evacuation procedures in place. Roy Brown Middle School will be their primary evacuation location and they are asking if the Library could be listed as the secondary evacuation location. There would be about 170 staff and children, if they reach full capacity of enrollment. Lightbridge Academy is aware that they must supply adequate insurance information and a hold harmless agreement to the Borough. The occupancy limit of the Library must also be confirmed with the Borough.

**A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve Lighthouse Academy to list the Library as their secondary evacuation location pending adequate insurance information, a hold harmless agreement is filed with the Borough and it does not exceed the legal occupancy limit in the building. All in favor. Motion carried.**

Ms. Moonitz was in contact with the Borough Clerk, Marie Quinones, inquiring how to update the ordinance Borough has on file regarding excessive fines. The revised ordinance raises the threshold from \$30 to \$50 for the Library to begin legal proceedings if a patron has fines or fees for lost or damaged items not returned within 140 days. The Board of Trustees had agreed to this change at the May 2016 Board meeting. The proposed revision of this ordinance was received from the Borough's attorney and discussed.

**A motion was made by Mr. Langschultz, seconded by Mr. Shiner, to encourage the governing body to adopt the proposed change to Chapter 194 of the Code of the Borough of Bergenfield, entitled "library" as re-written by the Borough's attorney changing the threshold to begin legal proceedings to \$50. All in favor. Motion carried.**

## Trustee Education

Governor Christie signed several bills into law, including the Johnson Bill, before he left the office of governor. The Johnson Bill will allow voters of a municipality to vote to increase in the millage rate for the Library's funding.

## Old Business

No report.

## New Business

### Reorganization

#### Election of 2018 Officers:

**A motion was made by Mayor Schmelz, seconded by Mr. Shiner, that if the current officers agree to remain in the same position, the Recording Secretary shall cast a single vote electing the officers for 2018. After a brief discussion, the Recording Secretary cast a single vote for the 2018 slate of officers. All in favor. Motion carried.**

The Committee appointments will remain the same as 2017 at this time.

In accordance with New Jersey Public Contracts Law, the following resolutions were presented:

Resolution 2018-01 Awarding the Contract to Purchase Periodicals to EBSCO Subscription Services and Tenakill News Service;

Resolution 2018-02 Awarding the Contract to Purchase Books and Publications to Baker & Taylor, Inc., Brodart Books and Library Services and Amazon.com, Synchrony Bank/Amazon.com;

Resolution 2018-03 Awarding the Contract to Purchase Audiovisual Materials to Baker & Taylor, Inc., and Amazon.com, Synchrony Bank/Amazon.com;

Resolution 2018-05 Authorizing the Library Director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000;

Resolution 2018-06 Authorizing the Library Director to make payment of all invoices, vouchers and bills less than \$5,000 in the event there is no Board Meeting for reasons such as recess or lack of quorum; and

Resolution 2018-07 Authorizing the Bergenfield Public Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services, along with the County of Bergen and State of New Jersey.

**A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to accept resolution # 2018-01, resolution # 2018-02, resolution # 2018-03, resolution # 2018-05, resolution # 2018-06 and resolution # 2018-07. All in favor. Motion carried.**

**After reading resolution # 2018-04, a motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to approve the resolution authorizing Oritani Bank as the designated depository for the Library, with the correction of the year listed from 2017 to 2018. All in favor. Motion carried.**

Each year the Library must certify that it is in compliance with BCCLS requirements for membership in the consortium, which include State Aid requirements. Ms. Moonitz verified that the Bergenfield Library is in compliance.

**A motion was made by Mrs. Deauna, seconded by Mr. Langschultz, recommending Mr. Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.**

Ms. Moonitz summarized the cleaning services proposals. National Maintenance Service, Inc. has been the Library's cleaning service for the past several years.

**A motion was made by Mr. Langschultz, seconded by Ms. Michelson, to award the contract for cleaning services to National Maintenance Service, Inc. at the cost of \$17,400.00 per year for a period of 1 year, with the option to renew for a second year. All in favor with the exception of Mrs. Chittum who abstained. Motion carried.**

Ms. Moonitz summarized entering into the Bergen County Energy Procurement Coop (BCCPS) for electricity generation supply service 2018 bid process. The Borough of Bergenfield is a current member as well.

**A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to enter into the Bergen County Energy Procurement Coop (BCCPS). All in favor. Motion carried.**

**Adjournment**

**A motion was made by Mayor Schmelz, seconded by Ms. Michelson, to adjourn the meeting. Meeting was adjourned at 9:15 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary