

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes March 8, 2018

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Mayor Norman Schmelz
Thomas Lodato, Council Liaison
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:40 pm.

Notification of Public Meeting

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

Minutes

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to accept the February 8, 2017 minutes. All in favor except Mrs. Deauna who abstained. Motion carried.

Bills

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

Public Portion

No report.

Correspondence

A thank you note from Mr. O'Dowd's family was read.

President's Report

Mr. Neats attended several children's story hours. Mr. Neats was in communication with Ms. Moonitz regarding Library closings, union negotiations and the Centennial commemorative ad journal fundraiser.

BCCLS and Friends

The Friends met and are busy assembling baskets for the silent auction to be held at the Library's Centennial celebration event.

LibraryLinkNJ closed the bids for the new delivery service contract. A new contract should be awarded to another vendor at the end of March. BCCLS has independently contracted with the New Jersey Lawyer Service (NJLS) only for BCCLS libraries which should go into effect March 19th through mid-July as a temporary measure. Depending on the outcome of LibraryLinkNJ's new vendor, BCCLS might continue with NJLS, but this still needs to be determined. There is no change to our 2018 BCCLS bill for the expense.

Building & Grounds

East West Electrical Contractors will be installing power poles by the study tables on the 2nd floor mezzanine/lounge area.

The annual HVAC maintenance contract for service from April 1, 2018 through March 31, 2019 was received from O'Neill Contracting, Inc. The cost increased \$133 from the previous contract.

A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve the maintenance agreement with O'Neill Contracting, Inc. for the HVAC units from April 1, 2018 through March 31, 2019 in the amount of \$4,223.95. All in favor. Motion carried.

Discussion followed regarding donations that were received in Mr. O'Dowd's memory. Several suggestions were made.

Finance Committee

The financial summary was distributed and discussed.

The 2 CD's that were opened with funds from the Capital Improvement and Special Gifts and Endowment funds are maturing March 19th. Mrs. Deauna recommends staying with Oritani Bank, where our current bank accounts are held, for a 9 month CD at the loyalty interest rate of 1.3%.

A motion was made by Mrs. Deauna, seconded by Mrs. Chittum, to approve rolling the existing CD's over to a 9 month CD with Oritani Bank at the loyalty interest rate of 1.3%. All in favor. Motion carried.

Centennial/Strategic Planning

The Centennial commemorative ad journal raised about \$17,000. Dr. Reynoso thanked Ms. Moonitz and all involved for their help in promoting the journal. We have sold 92 tickets so far for the *Walk Through Time* Centennial celebration on May 5th. The oral history project is still on-going. Mayor Rivas is the next person to interview.

Personnel

Discussed in Closed Session.

Policy

The current Paid Tutoring Policy and the proposed revision to the policy was circulated by mail. The revised policy will allow both paid and volunteer tutors to use the Library's facilities. Both tutors and students must abide by the revised Tutoring Policy and the Library's code of conduct.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to modify the current tutoring policy as per Ms. Moonitz's recommendations above. All in favor. Motion carried.

Director's Report

The 2017 State Aid Report was distributed.

Our new IT person has set up the copier by the Reference computers for printing. Scanning and copying features will be added at a later date. Ms. Moonitz recommends charging 50¢ for color while maintaining the original 25¢ black and white charge.

A motion was made by Mrs. Chittum, seconded by Mrs. Deauna, to charge 50¢ for color while maintaining the original 25¢ black and white charge for printing. All in favor. Motion carried.

A request to use the Friends meeting room on Saturdays for the musical group from the Jesus is Lord Church, who rent space from the Calvary Church across the street, was approved at the February meeting on a probationary basis. They are requesting to continue using the Friends room for their rehearsals whenever the room is vacant.

A motion was made by Mr. Neats, seconded by Mrs. Chittum, to allow the Jesus is Lord Church musical group to use the Friends room every Saturday between 10 am and 1 pm whenever the room is vacant until May 31st. A request to renew for another 6 months will be considered at the June Board Meeting. All in favor. Motion carried.

Trustee Education

No report.

Old Business

No report.

New Business

The applications for the 2017 Lucille Tendler Community Service Award were discussed. A final decision will be made at the April Board meeting and the winner will be presented at the Centennial celebration event on May 5th.

Mayor Schmelz thanked the Library Trustees on behalf of the Stigma Free Committee for allowing them to use the Friends meeting room for training.

A motion was made by Mrs. Chittum, seconded by Mrs. Deauna, to go into Closed Session to discuss personnel and contract negotiations at 8:55 pm.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to go back into Open Session at 9:30 pm.

A motion was made by Mrs. Deauna, seconded by Dr. Reynoso, to approve the 2018 – 2020 Memorandum of Understanding with the Communications Workers of America, AFL-CIO Local 1031 who represent the bargaining employees of the Bergenfield Library. This Memorandum of Understanding shows a 2% salary increase for 2018, 2.25% increase for 2019 and 2.25% increase for 2020, as well as clarification of certain language in the existing contract. All in favor. Motion carried.

Adjournment

A motion was made by Dr. Reynoso, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:35 pm.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary