

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes April 12, 2018

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Jay Shiner
Mayor Norman Schmelz
Chris Langschultz, Alternate for Superintendent of Schools
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 Mrs. Deauna, seconded by Mayor Schmelz, to accept the March 8, 2018 minutes. All in favor, with the exception of Mr. Langschultz, who abstained. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the April 12, 2018 bill list. All in favor. Motion carried.

Public Portion

The Board welcomed Russell Hammond, our newly hired part time Library Assistant in the Circulation department.

Correspondence

A letter from the Mayor was read thanking the Library for allowing the Mayor's Wellness Challenge to use the meeting room for the yoga portion of the 2018 Wellness Challenge.

The letter from Harvey Young from Young & Associates Condominium Association was again discussed. Young & Associates is the property manager for both the Willett Court and Tracey Court Condominium Associations. Young & Associates are asking to have the room rental fee waived per the Library's Meeting Room Policy. The Mayor spoke to Mr. Young and reiterated that the Board is affirming the Library's Meeting Room Policy and the fee will not be waived.

President's Report

Mr. Neats attended several children's story hours and the recent Centennial committee meeting. Mr. Neats was in communication with Mr. O'Dowd's family and they again thanked the Library for keeping him so involved.

BCCLS and Friends

The Friends are busy helping with preparations for the Centennial. No other fundraising is planned until after the Centennial event is over.

The town of Rochelle Park had voted in November to municipalize their public library and are now eligible to re-join BCCLS. This should happen within the next few months. The search for the new BCCLS director is still on-going. An offer had been extended to someone but, after several counter-offers, the candidate turned down the position. The committee is re-advertising for the vacancy and are trying to have the position filled by September.

BCCLS contracted with their own separate delivery service for BCCLS specific materials with New Jersey Library Service (NJLS) as an interim measure while the state finalized their contract with a new vendor after Expak's contract terminates. On April 10th, NJLS gave notice that they are cancelling their contract due to the unanticipated volume of materials. Once the contract with NJLS ends on April 27th, we will revert back to the state-wide delivery service. The new vendor for delivery service has been awarded to the previous vendor, T-Force.

Building & Grounds

Sign-A-Rama has provided a quote for lettering to add Charles J. O'Dowd Jr. to the bulletin board in the Children's room. The quote is \$450 for the lettering and installation. The Board approves contracting with Sign-A-Rama. The wording will read *Charles J. Jr. and Ruth O'Dowd Memorial Children's Gallery*.

Vishan, our new IT person that works for the Board of Education, has been able to coordinate with the school to generate a report to track actual wireless usage. Statistics for wireless usage have been estimated on the report up until now. April statistics will reflect true wireless usage.

The renewal contract for maintenance for the automatic doors for service from May 1, 2018 through April 30, 2019 was received from Assa Abloy in the amount of \$2,224.80. The cost remains the same as the previous contract.

A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, to approve the maintenance contract with Assa Abloy for the automatic doors from May 1, 2018 through April 30, 2019 in the amount of \$2,224.80. All in favor. Motion carried.

Finance Committee

The financial summary was distributed and discussed. A suggestion was made to list the CDs on the financial summary.

Mayor Schmelz advised the Board that the 2018 Borough budget was passed. A brief discussion was had concerning future revision of Library hours.

Financial responsibilities for signing purchase orders and checks in light of the upcoming retirement were discussed. The person who is retiring is responsible for signing most of the purchase orders is set to retire June 30th.

A motion was made by Mr. Neats, seconded by Mr. Shiner, to add the Vice President, Dr. Nelson Reynoso, as a bank signatory for the Oritani Bank accounts. If he is unwilling or unable to assume the responsibility as signatory, then we would add Louise Moroses as the 4th signatory. All in favor. Motion carried.

Centennial/Strategic Planning

We have sold about 125 tickets so far for the *Walk Through Time* Centennial celebration on May 5th. The Library raised \$17,355 for the commemorative ad journal. Details for the event are being finalized. Flyers for upcoming Library events will be on display. Information soliciting people to participate in focus groups for the Library's 2018 Strategic Plan will also be on display.

Personnel

Discussed in Closed Session.

Policy

No report.

Director's Report

Ms. Allison advised the Board that she plans to have some medical procedure in 2019.

Don Hansen, our program coordinator, wants to book an educational PowerPoint lecture for a Thursday evening program about the history of craft beer and home brewing. Mr. Hansen is requesting the Board's approval to allow the presenter to serve samples. Ms. Moonitz spoke to the Borough's Risk Manager and there is no prohibition on this type of event providing the presenter has a liquor liability included in his insurance paperwork. The Board approves allowing the presenter to serve samples as long as he is in compliance with the insurance requirements.

Trustee Education

A memo regarding Congress passing the FY2018 omnibus spending bill was included in tonight's packet. The New Jersey Library Trustee Association 2018 membership cards were distributed. Ms. Moonitz reminded the Board to submit their financial disclosures to the Borough by April 30th if they have not already done so.

Old Business

Applications for the 2017 Lucille Tandler Community Service Award were discussed at length.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to award the 2017 Lucille Tendler Community Service Award to James Lodato, who has been one of the finalists for the past 2 years. All in favor. Motion carried.

A motion was made by Mr. Langschultz, seconded by Mr. Shiner, to approve the Supervisory and Non-Supervisory union contracts with the Communications Workers of America, AFL-CIO Local 1031 and the employees of the Bergenfield Public Library for the period covering January 1, 2018 through December 31, 2020. All in favor. Motion carried.

As discussed at the March 2018 meeting, Ms. Moonitz recommends keeping the vacancy of the person who is retiring at the full time capacity. Discussion followed regarding the job description of the new position.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna to approve filling the vacancy with Option A, which shows a cost savings, as listed in the spreadsheet with a full time Library Associate and 1 part time page. All in favor. Motion carried.

New Business

No report.

A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to go into Closed Session to discuss personnel matters at 9:20 pm.

A motion was made by Mrs. Deauna, seconded by Mr. Shiner, to go back into Open Session at 9:35 pm.

A motion was made by Mr. Langschultz, seconded by Mrs. Chittum, to approve a salary increase for the Administrative Secretary and the Library Director as stipulated in the January 1, 2018 – December 31, 2020 contract with the Communications Workers of America, AFL-CIO Local 1031 and the employees of the Bergenfield Library which shows a 2% salary increase for 2018, 2.25% increase for 2019 and 2.25% increase for 2020. All in favor. Motion carried.

Adjournment

A motion was made by Mrs. Deauna, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:45 pm.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary