

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes June 14, 2018

Present:

Thomas Neats, President
Marcela Deauna, Treasurer
Laura Michelson
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 pm.

Notification of Public Meeting

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

Minutes

A motion was made by Ms. Michelson, seconded by Mr. Neats, to accept the May 10, 2018 minutes. All in favor with the exception of Mrs. Deauna, Mayor Schmelz, and Christopher Langschultz who abstained because they were not present. Motion carried.

Bills

A motion was made by Mrs. Deauna, seconded by Mayor Schmelz, to approve the June 14, 2018 amended bill list. All in favor. Motion carried.

Public Portion

John McGill, from the Knights of Columbus, attended the meeting to observe.

Correspondence

Barbara and Richard Chittum wanted to extend their gratitude for everyone's thoughts, prayers and the floral arrangement.

A letter from Cynthia Forster, Director of the Division of Cultural and Historic Affairs was read. The Division of Cultural and Historic Affairs presented the Library with mounted copies of the new Camp Merritt Memorial Monument interpretive signs, dedicated during the October 22, 2018 World War I Centennial commemoration, to display in the Library.

President's Report

Mr. Neats attended a children's story hour, the Clinton Avenue Reformed Church service honoring the Library's Centennial anniversary, along with other Board members, and also Family Fun Day on June 10th. Mr. Neats signed the certificates of appreciation for the Roy W. Brown jazz band and the Boy Scouts for their participation at the May 5th Library Centennial celebration.

BCCLS and Friends

The Friends voted to run a Tricky Tray auction at this year's Comic Con on August 25th and 26th provided they can get the appropriate forms approved in time. If the forms are not received in time, they will run a silent auction instead. The final budget recap from the Centennial celebration was distributed.

A memo from the Executive Director of LibraryLinkNJ regarding their financial situation was distributed. If they cannot obtain sustainable funding, the Executive Board will propose that LibraryLinkNJ dissolve and cease operation by June 30, 2019. LibraryLinkNJ's budget was passed with an amendment. They will be moving to a cost sharing model in order to continue delivery service for fiscal year 2019. All libraries throughout the State of New Jersey, not only BCCLS libraries, will have to pay a fee of \$500 per library for delivery service through June 30, 2019. This gives BCCLS more time to decide about proceeding with our own BCCLS specific delivery service.

Mr. Neats mentioned that he saw an article that Rochelle Park has re-joined BCCLS. Ms. Moonitz reported that the town decided to municipalize and fund at 3rd of a mill.

Building & Grounds

The lettering adding "Charles J. O'Dowd Jr." to the bulletin board in the Children's room has been installed.

There have been problems with the computer control panel in the IT room that controls the HVAC unit for the administration and ESL areas. The computer control panel was installed when the building was renovated in 2004. The manufacturer, Trane, came in to evaluate the problem. The heat would come on when the control panel lost its connection to the rooftop unit. Trane reported that the control panel has reached its lifespan and must be replaced. Trane has set-up a temporary by-pass so that the unit is set to cooling, which is running 24/7. The quote is \$3,754, all inclusive, which must be installed by Trane.

A motion was made by Ms. Michelson, seconded by Mayor Schmelz, to approve Trane's proposal of \$3,754 to replace the computer control panel that controls the HVAC unit for the administration and ESL areas. All in favor. Motion carried.

Finance Committee

The financial summary was distributed and discussed.

Strategic Planning

A proposed draft of the Strategic Plan survey was included in the packet mailed to the Board. Ms. Moonitz asks for any suggestions on the survey. We plan on running the survey through the summer. It will be in both print and on-line versions. The survey will be distributed throughout different locations in town as well. A Kindle will be given as a prize to 1 survey picked at random.

Personnel

We have received 26 applications for the full time Library Associate position. Ms. Moonitz interviewed 9 people. Three of those candidates that Ms. Moonitz feels are most qualified for the position will move on to a 2nd round of interviews. The anticipated start date is mid-July.

Policy

No report.

Director's Report

Ms. Moonitz reminded the Board that the Library's Block Party is Sunday, June 24th. Ms. Moonitz summarized all the activities that are planned for the event. Everyone will sing Happy Birthday to the Library at 2:00.

Ms. Moonitz obtained estimates for exterior landscaping and the potential stone work for a patio/courtyard area by the Anderson Avenue entrance as suggested at the May Board meeting. Site visits were conducted by Borst Landscaping, Written in Stone and Kindergan Landscaping. Borst Landscaping gave an estimate of \$17,769 for pavers. Kindergan submitted a verbal quote of \$14,000 with a different concept. The Friends said it would be too much of an undertaking for them to administer a paver project in terms of fundraising.

Ms. Moonitz attended a BCCLS workshop about creating a Capital Campaign. There are set rules and a set process that must be followed. You must have a Board approved Capital Plan to link to a Capital Campaign. Once the community survey is complete and the Strategic Plan is updated, the next step would be to create a Capital Plan. Feedback from the survey would provide ideas from the community for Capital Campaigns, such as renovating the teen room or renovation of the Anderson Avenue patio/courtyard area. Discussion followed.

Trustee Education

No report.

Old Business

No report.

New Business

A revised budget for the Materials and Building expenses line was included in the packet mailed to the Board. The overall bottom line has not been adjusted from the approved amount of \$329,975. Ms. Moonitz is requesting a one-time adjustment to the Materials and Building line items for the 2018 budget as a result of the changes of payment procedure of the 2018 BCCLS bill. Discussion followed.

A motion was made by Mr. Langshultz, seconded by Ms. Michelson, to approve adjusting the 2018 operating budget for internal redistribution of funds in the Materials and Building expense lines as documented in the revised budget. All in favor. Motion carried.

Adjournment

A motion was made by Ms. Michelson, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 8:35 pm.

Respectfully submitted,

[Mrs. Chittum was not present due to medical reasons.]

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary