

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
September 13, 2018

Present:

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer (arrived @ 8:50 pm)  
Laura Michelson  
Laurie Phipps  
Nelson Reynoso, Vice President  
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 7:30 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 Ms. Michelson, to accept the June 13, 2018 minutes. All in favor with the exception of Mrs. Chittum who abstained because she was not present. Motion carried.**

## Bills

**A motion was made by Mrs. Chittum, seconded by Ms. Phipps, to approve the July 2018 amended bill list. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Mayor Schmelz, to approve the August 2018 amended bill list. All in favor. Motion carried.**

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to approve the September 2018 amended bill list. All in favor. Motion carried.**

Discussion followed regarding the PSE&G electric utility charges, which were higher than normal. Because there was a lag time between the June Board meeting and the replacement computer panel to be ordered and installed, the thermostat had to be temporarily by-passed which resulted in the higher electric bill.

**A motion was made by Ms. Phipps, seconded by Mayor Schmelz, that if another physical plant emergency happens, the library director should contact either the library officers or the Building Committee members to discuss emergency measures and take action in accordance with the New Jersey Purchasing Law. All in favor. Motion carried.**

## Public Portion

Ms. Moonitz introduced Kristie Murru our new full-time library adult services coordinator to the Board.

## Correspondence

Thank you notes from Mrs. Chittum and John Capps, from the Reference Department, were read.

Room Requests:

Bergenfield Special Services is requesting to use the Friends room on Friday mornings from 10–11:30 for an art workshop for the district for the 2018-2019 school year. The Library will be acting as the host site.

**A motion was made by Mayor Schmelz, seconded by Ms. Michelson, to allow Bergenfield Special Services to use the Friends room on Friday mornings for an art workshop throughout the 2018-2019 school year. All in favor with the exception of Mr. Langschultz, who abstained. Motion carried.**

A Robotics Team, consisting of a small group of 7<sup>th</sup> grade students from Roy Brown School and their parents, have requested to use the Conference room every Sunday to work on their project for the First Lego League robotics competition. The next qualifying round of competition is in early November 2018. If they qualify for the state championship, they are requesting to continue using the room through March 2019 if needed. Discussion followed.

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to approve the use of the Conference room for the First Lego League Robotics Team on Sunday afternoons. After the competition is complete, they will be invited to make a presentation. All in favor. Motion carried.**

The New Age Group, consisting of a group of 10 women, are requesting to use the Conference room every other week for discussions regarding living a healthy lifestyle.

**A motion was made by Ms. Michelson, seconded by Mrs. Chittum, to allow the New Age Group to use the Conference room for their meetings every other week through the end of the year. All in favor. Motion carried.**

The Caregivers of NJ have requested to use a meeting room 1 day a week, 5 hours each day for 5 weeks for staff training. They have been advised of the charge to use the meeting space and we are awaiting their reply.

**A motion was made Ms. Phipps, seconded by Mayor Schmelz, to allow the Caregivers of NJ to use our facility for staff training at the standard rate. All in favor. Motion carried.**

### **President's Report**

Mr. Neats attended the Block Party, Comic Con, a Strategic Planning Committee meeting and a children's story hour. He also met with Ms. Moonitz on several occasions. Mr. Neats thanked the Library staff who participated in the both the Block Party and Comic Con events and also thanked the Trustees who attended. Both events were a big success.

### **BCCLS and Friends**

The Friends reported that they made \$540 from the basket raffle at Comic Con. They are also accepting school supply donations at the upcoming Bash the Trash event on September 16<sup>th</sup> at Cooper's Pond. There is talk about hosting a combined town-wide garage sale with Dumont and New Milford in 2019. The Friends agreed to finance the purchase of meeting room chairs. Ms. Moonitz plans to have the floors stripped and waxed before they arrive.

BCCLS recently had a soft launch to allow patrons to pay their fines and fees by credit card through the on-line catalogue. Bergenfield was the 2<sup>nd</sup> highest grossing library over July and August. BCCLS will issue payment on a quarterly basis to each library. Staff is not involved with handling the patron's credit cards or assisting them in any way. Now that BCCLS is promoting this service, we will start promoting it as well. If we want to accept credit cards in-house in the future, there is a special process that the Library would have to go through. More information to follow regarding delivery service at the October meeting.

### **Building & Grounds**

Proposed sample plaques for the Centennial ad journal for platinum, gold and silver donors were distributed. The Board decided on the black background with silver text with the Centennial logo engraved on it.

### **Finance Committee**

The financial summary was distributed and discussed. The 2017 audit was distributed. No comments or recommendations were cited. The possibility of installing solar panels was discussed.

### **Strategic Planning**

Approximately 260 community surveys were received for the new Strategic Plan. The next phase will be conducting focus groups with a variety of groups from the community to help guide the Library's actions and role for the coming years. Flyers were distributed listing each targeted community group and the dates. The goal is to have the Strategic Plan completed by the December Board meeting. Ms. Moonitz asked the Board to complete the SWOT survey (Strengths, Weaknesses, Opportunities, and Threats Analysis) or attend a focus group so the information can be added to the survey responses. The next Strategic Planning Committee meeting is on September 24<sup>th</sup>. Ms. Moonitz will present a synopsis of the survey at the October Board meeting.

### **Personnel**

Discussed under Closed Session.

### **Policy**

No report.

### **Director's Report**

The Borough recently passed a resolution stating their Mission Statement. The Mission Statement was distributed to the Board, staff and a copy is at the Reference desk for the public.

Ms. Moonitz reminded the Board of upcoming events. Bash the Trash will be held on Sunday, September 16<sup>th</sup> from 1-5 pm at Cooper's Pond. This event is geared towards conservation, recycling and the environment. The last Centennial related program is the David Grann author talk and book signing on Sunday, November 4<sup>th</sup> at 2:00 pm. Due to the anticipated attendance, this program will be held in the High School auditorium. David Grann is the author of *Killers of the Flower Moon* and *The Lost City of Z*. Mr. Grann will talk about his new book *The White Darkness* which will be available for purchase at the event. This is a free ticketed event. Bergenfield residents will be given priority. Walk-ins are also welcomed.

A representative from Congressman Josh Gottheimer's office presented the Library with a Congressional Certificate of Recognition at the 2018 Comic Con event.

### **Trustee Education**

A sample format for a strategic plan from the NJ State Library was distributed. A flyer for the NJ Jersey Library Trustee Institute was distributed. The conference will be held on Saturday, October 27<sup>th</sup> in East Windsor, NJ. An article about adding a referendum on the ballot raising the millage rate for the Vineland Public Library was also distributed.

### **Old Business**

Restrictions on whether M rated video games and R/PG 13 rated movies are allowed to be checked out on a Bergenfield Juvenile card were discussed. Currently M rated video games and R/PG 13 movies may only be borrowed by adult card holders. Juvenile cardholders are restricted from this, though they have the option to obtain these types of materials from any other BCCLS library. Other libraries do not have this in-house restriction. This was previously discussed by the Board at the January 2016 meeting. Further discussion followed. This will be tabled until after the community is asked for their feedback during the focus groups.

### **New Business**

A sample Employee Evaluation Form was distributed and discussed.

**A motion was made by Ms. Phipps, seconded by Mr. Langshultz, to approve the Employee Evaluation form as presented. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Ms. Michelson, to go into Closed Session at 9:30.**

**A motion was made by Ms. Phipps, seconded by Mayor Schmelz, to re-open the meeting at 9:35.**

**A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to approve keeping the medical waiver the same as currently in place, which is the maximum amount of \$5,000 payable quarterly, on a case by case basis. All in favor. Motion carried.**

### **Adjournment**

**A motion was made by Ms. Phipps, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:40 pm.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary