

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
October 11, 2018

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Laurie Phipps (arrived @ 8:15)
Nelson Reynoso, Vice President
Mayor Norman Schmelz
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 Mrs. Deauna, to accept the September 13, 2018 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the October 2018 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

A card was read from Trish Pucarelli when she and Michael O'Dowd, 2 of Charles (Jim) O'Dowd, Jr.'s children, visited to present the Library with a donation in memory of their father. They did not specify any requirements or requests for how the money was to be used. Jim O'Dowd's name will be added to the plaque with the list of donors for the Centennial.

A request was received from Marisol Gonzalez, Leader for Girl Scout Troop # 97137, to use the Library's meeting room for their bi-weekly meetings on Saturday mornings from 10 am – 2 pm.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to allow Marisol Gonzalez, Leader for Girl Scout Troop # 97137, to use the Library's meeting room for their bi-weekly meetings on Saturday mornings from 10 am – 2 pm. All in favor. Motion carried.

The Request to Library Board of Trustees Application for Recurring Use of Meeting Room form was presented.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum to approve the Request to Library Board of Trustees Application for Recurring Use of Meeting Room form. All in favor. Motion carried.

President's Report

Mr. Neats attended the Bash the Trash program at Cooper's Pond. Other outside groups were also present which fulfills one of our goals from the existing Strategic Plan to work with other committees in the community. Mr. Neats also attended several Story Hours, was conferenced in by phone for the Personnel Committee meeting and met with Trish Pucarelli and Michael O'Dowd.

BCCLS and Friends

The Friends want to proceed with hosting a Tri-Borough garage sale with Dumont and New Milford in the fall of 2019. They will put out feelers to see if the Friends from Dumont and New Milford are interested in this type of event. Mayor Schmelz suggested talking to the Special Improvement District to see if they may want to help sponsor the garage sale, if it is to be held, to promote some of the restaurants in town for people to go to while they are in Bergenfield.

The new replacement chairs the Friends purchased have been delivered.

LibraryLinkNJ provides delivery service for BCCLS libraries and is funded by the NJ State Library. Without an increase in funding for delivery, LibraryLinkNJ will dissolve as of July 1, 2019. Though the NJ State Library is obligated to provide inter-state delivery, they're under no obligation to sustain the same level or quality of delivery service that we are accustomed to, which is 5 days a week. A BCCLS Delivery Task Force was formed to explore the possibility of creating a BCCLS internal delivery service. After significant research, the Task Force is recommending to create its own internal delivery service. The cost would be approximately \$9,000 per year per library. Materials would be sorted by BCCLS and the drivers would be BCCLS employees. Discussion followed. This will be voted on at the next System Council meeting on October 25th. The Board has authorized Ms. Moonitz to vote in favor of the BCCLS internal delivery service.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed.

Strategic Planning

We are in the process of conducting Community focus groups. Results of the survey were mailed to Trustees in their packets. The goal is to analyze all the data and incorporate it into the Strategic Plan for the next 5 years. Discussion followed.

Personnel

The New Jersey Paid Sick Leave Law goes into effect on 10/29/18 for part-time employees, which is an amendment to the New Jersey Wage and Hour Law. The Library's current Union contract expires 12/31/20. Our current Personnel Manual is in line with the Union contract. Ms. Moonitz discussed how this law affects employees who have opted out of the Union or are not represented by the Union with our attorney. The attorney's recommendation was to either have the Board amend the current Personnel Manual to reflect the new State law requirements or wait until the Union contract is re-negotiated and amend the Personnel Manual at that time. The Board approves of the attorney's recommendation to wait until the contract is re-negotiated.

Policy

No report.

Director's Report

Bobby Huber, our Young Adult coordinator, is having his annual gaming weekend in November and is requesting that the Library remain open on Saturday, 11/3, until 5:00, for those people who are participating in the gaming event, with Library staff supervision.

A motion was made by Mayor Schmelz, seconded by Ms. Phipps, to allow the Library to remain open from 2:00 – 5:00 pm on Saturday, 11/3, for those participants in the gaming event with Library staff supervision. All in favor. Motion carried.

Ms. Moonitz is requesting that the Library close to the public on Wednesday, 12/12, from 2:00 – 5:00 pm for the staff, Trustee and volunteer holiday party. Staff, Trustees and volunteers who helped with the Strategic Plan and Centennial events will also be invited. Advance notice of this closure will be posted.

A motion was made by Dr. Reynoso, seconded by Mrs. Deauna, to allow the Library to close to the public from 2:00 – 5:00 on Wednesday, 12/12 for the holiday party. All in favor. Motion carried.

Ms. Moonitz has started working on the 2019 budget. We need to complete the Strategic Plan so we proceed with creating an updated Capital Plan. We must have a Board approved Capital Plan in place before we can apply for the State construction bond next year.

Trustee Education

Mr. Neats has registered for the New Jersey Library Trustee Institute on Saturday, 10/27.

A flyer from the BCCLS Advocacy Committee Trustee Development Group was distributed. This workshop will be held in the Hasbrouck Heights Library on Friday, 11/9, from 9:30 to 12:00.

Old Business

Mr. Neats followed-up on the room rental requests from the October Board meeting.

Parameters for the 2018 Lucille Tendler Community Service Award were discussed.

Mayor Schmelz attended the History of Bergenfield program and found it to be very interesting. Dr. Reynoso attended the Viva Vallenato Colombian folk music program. He mentioned that it was a very good program and well attended.

New Business

The 2019 Library Closings and Holidays schedule was distributed.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve the 2019 Library Closings and Holidays schedule. All in favor. Motion carried.

The 2019 Board of Trustees meeting schedule was distributed. Mayor Schmelz pointed out that the February meeting falls on Valentine's Day.

A motion was made by Ms. Phipps, seconded Mrs. Deauna, to approve the 2019 Board of Trustees meeting schedule. All in favor with the exception of Mayor Schmelz who opposed and Dr. Reynoso who abstained. Motion carried.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to go into Closed Session to discuss personnel matters at 8:50 pm.

A motion was made by Ms. Phipps, seconded by Mrs. Chittum, to re-open the meeting at 9:10 pm.

The consensus of the Board was to direct Ms. Moonitz to forward the memo that was discussed in Closed Session to CWA.

Adjournment

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to adjourn the meeting. Meeting was adjourned at 9:11 pm.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary