

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
December 13, 2018

Present:

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Nelson Reynoso, Vice President  
Jay Shiner  
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 Mayor Schmelz, seconded by Mr. Langschultz, to accept the November 8, 2018 minutes. All in favor with the exception of Mr. Neats, who abstained. Motion carried.

## Bills

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

## Public Portion

No report.

## Correspondence

Recurring 2019 Room Rental Requests were received from For the Love of Words writers group to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings with the exception of July and August; Girl Scout Troop # 95557 to meet 1 Saturday afternoon a month in January, February, March, and May; the Good Neighbors Toastmasters Club to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evenings for a charge of \$20 per meeting; the New Age group to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday evenings; the Davis Court Condo Association for their quarterly meetings; and the Yoga class by Rita Anandpara on Tuesday evenings in the Friends room.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to approve the continued use of the Library's meeting room space by the Love of Words writers group on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, with the exception of July and August and to approve the request from Girl Scout Troop # 95557 to meet 1 Saturday afternoon a month in January, February, March, and May. All in favor. Motion carried.

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to allow the Good Neighbors Toastmasters Club to meet on the 2<sup>nd</sup> Thursday of the month in the Friends room and the 4<sup>th</sup> Thursday of the month in the Conference room, with a maximum occupancy of 15 people, for a fee of \$20 per meeting. All in favor. Motion carried.

A motion was made by Dr. Reynoso, seconded by Mr. Langschultz, to approve the continued use of the Library's meeting room space by the New Age discussion group. All in favor. Motion carried.

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the use of the Library's meeting room space by the Davis Court Condo Association for their quarterly meetings for a fee of \$25.00 per hour as per the revised the Meeting Room Policy. All in favor. Motion carried.

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to allow Yoga by Rita Anandpara to continue renting space from the Library in the Friends room on Tuesday evenings. All in favor. Motion carried.**

### **President's Report**

Mr. Neats thanked everyone for making the Centennial a successful year. Mr. Neats attended the New Jersey Trustee Library Institute program. Mr. Neats reported on some of the key points from the program. The keynote speaker was from the Delaware Library and Michael Cerone Jr., Esquire spoke about library law. Mr. Neats also attended several children's story hours, the final Strategic Planning Committee meeting, the Borough's volunteer appreciation dinner as a representative of the Library, the Library staff development meeting and the Borough's 125<sup>th</sup> Anniversary Committee meeting. Mr. Neats mentioned that Ms. Moonitz is also on the Borough's 125<sup>th</sup> Anniversary Committee meeting. The kick-off for the Anniversary will be combined with Family Fun Day on June 23<sup>rd</sup>. The Committee will be reaching out to other organizations in the community to participate in the celebration.

### **BCCLS and Friends**

The Friends met last week and are still planning on going forward with the town-wide garage sale in partnering with the New Milford Library or possibly the Garden Club and the Historic Museum.

At BCCLS' System Council meeting, it was announced that test runs for the delivery service will begin in March. The goal is to be fully functional by July.

### **Building & Grounds**

The Library is currently experiencing issues with a phone line that is connected to one of the dialers for the fire alarm panel. Verizon was here to fix the phone line and accidentally bumped into one of the wires connected to the alarm panel. We are currently working on getting this fixed.

The Centennial plaque of donors has been received from Arista and is available for viewing at the end of the meeting.

### **Finance Committee**

The financial summary was distributed and discussed.

A donation of \$725 was received from the Church of Good Shepherd without any stipulations on what this money is to be spent on. The question was raised as to which account this check should be deposited.

**A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to deposit the check from the Church of Good Shepherd into the Library's Special Gifts and Endowment Fund account. All in favor. Motion carried.**

### **Strategic Planning**

Discussed under New Business.

### **Personnel**

The Personnel subcommittee will meet with CWA at their request on December 19<sup>th</sup>.

### **Policy**

No report.

A question was raised about the Library's policy regarding waiving fines for Bergenfield seniors. Ms. Moonitz mentioned that we are one of the few BCCLS libraries who have this option. Discussion followed.

### **Director's Report**

The 2018 Annual Report was distributed. This year's report highlights programming over the course of the Centennial year. Other metrics were included to measure Library use such as quiet study room and room rentals.

Staff gave out a variety of over 500 books to local children at the Holiday in the Pond event.

### **Trustee Education**

The Bear Bots won the Grand Championship award at the First Lego League's qualifying round held on November 17<sup>th</sup>. A video taken from the competition was shown to the Board. They will continue on to the next level of competition.

### **Old Business**

The Revised Proposed 2019 Operating Budget to include an overall 1.6% increase to cover costs for opening on Wednesday evenings, and increasing the materials and programming lines was presented. This proposed revision also

takes into account the possibility of an increase in minimum wage. Discussion followed. Mr. Shiner recommends submitting the revised 2019 Operating Budget to the Borough. This 1.6% increase is supported by direct feedback received from the community during the Strategic Plan planning process.

**A motion was made by Mr. Shiner, seconded by Dr. Reynoso, recommending Ms. Moonitz presents the Revised Proposed 2019 Operating Budget to the Borough with an overall increase of 1.6% expanding Library hours of service to remain open on Wednesday nights and an increase to the program and materials lines as requested by the community in the survey conducted during the Strategic Planning process. All in favor. Motion carried.**

The 2019 Operating Budget Supplemental Request which would create a part-time position for a Bergenfield-wide community events communications coordinator in the amount of \$25,000 was presented and discussed.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to present the 2019 Operating Budget Supplemental Request to the Borough creating a part-time Bergenfield-wide community events communication coordinator in the amount of \$25,000. All in favor with the exception of Mr. Shiner, who abstained. Motion carried.**

### **New Business**

The draft of the Strategic Plan covering 2019 – 2024 was distributed. The Plan's proposed Mission and Vision Statements, Core Values, Goals and Objectives were discussed at length. Two minor adjustments were made at the Board's request. As chair of the Strategic Planning Committee, Dr. Reynoso thanked everyone for their involvement in creating this Plan. As per the Plan, the Director's reports will be revised to include detailed updates effective January 1, 2019.

**A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to approve the Strategic Plan covering 2019 – 2024 with the two minor adjustments. All in favor. Motion carried.**

Ms. Moonitz reported that now that the Strategic Plan has been approved, we can focus on a Capital Plan for the Library. Once we have a Capital Plan in place, we can apply for the State Construction Grant. The 2 areas that are in most need for the Capital Plan is new carpeting and renovating the teen room. It was the consensus of the Board to focus on the renovation of the teen room.

Mr. Neats thanked Dr. Reynoso for his service on the Board of Trustees over the past 5 years and hopes he will be re-appointed for another term. He also thanked the Board for their service over the past year. Mr. Neats mentioned that our January 10<sup>th</sup> meeting serves as the re-organization meeting.

### **Adjournment**

**A motion was made by Mayor Schmelz, seconded by Mr. Shiner, to adjourn the meeting. Meeting was adjourned at 9:35 pm.**

Respectfully submitted,

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary