

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
November 8, 2018

Present:

Barbara Chittum, Recording Secretary

Laura Michelson

Laurie Phipps

Nelson Reynoso, Vice President

Jay Shiner

Mayor Norman Schmelz (left @ 7:30 for Council meeting)

Christopher Langschultz, Alternate for Superintendent of Schools

Allison Moonitz, Director

Evelyn Rizzo, Administrative Secretary

Vice President Reynoso called the meeting to order at 7:30 pm.

Notification of Public Meeting

Vice President Reynoso read the report on public notification of this meeting.

Minutes

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to accept the October 11, 2018 minutes. All in favor. Motion carried.

Bills

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

Public Portion

No report.

Correspondence

Thank you cards were read from George Armbruster for the passing of his brother and Linda Mohr for the passing of her daughter. Sympathy cards had been sent to both.

An invitation from the Church of the Good Shepherd was read. The Church of the Good Shepherd invited the Library to a special Community Appreciation Service for those who are serving Bergenfield on Sunday, Dec. 9th at 10:00 am. This special service will recognize the Food Pantry, School Supply Drive, Bergenfield Fire Department, Bergenfield Police Department, Bergenfield Ambulance Corp. and the Bergenfield Public Library. Please RSVP if anyone plans to attend.

The Washington School 5th Grade Parents' Association Committee is requesting to use the Library's meeting room for a holiday cookie plate painting fundraiser on Dec. 3rd and Dec. 6th.

A motion was made by Mayor Schmelz, seconded by Ms. Michelson, to approve the Washington School 5th Grade Parents' Association Committee to use the Library for the holiday cookie plate painting fundraiser. All in favor. Motion carried.

President's Report

Mr. Neats texted his report to Ms. Moonitz in his absence. Mr. Neats attended the Trustee Institute program and is currently attending the NJEA Convention. Mr. Neats will discuss some of the ideas he learned from both programs at the next meeting.

BCCLS and Friends

The BCCLS delivery proposal was passed at the System Council meeting held on Oct. 25th at a rate of \$9,000 per library. Ms. Moonitz met the new BCCLS Executive Director, David Hanson. Mr. Hanson will be visiting each library to learn about each individual library and their community.

No report from the Friends.

Building & Grounds

Jim O'Dowd's name was added to the Centennial Anniversary plaque. The Board approved the amended proof with some additional corrections.

Finance Committee

The financial summary was distributed.

Strategic Planning

The Committee has been meeting to analyze the results of the surveys and focus groups. The draft of the Strategic Plan will be emailed to the Board for their comments. The goal is to have the Plan ready for the December 13th Board meeting.

Personnel

Discussed in closed session.

Policy

No report.

Director's Report

The David Grann author program, our final event for the Library's Centennial celebration, was held at the High School on Sunday, Nov 4th. About 75 people were in attendance. David Grann signed books that were made available for purchase at the event. This event was subsidized by the Borough. We should have the annual report ready, which includes this event, for the December Board meeting.

The Library will be participating with the Recreation Department for Holiday in the Park at Coopers Pond on Saturday, Dec. 8th. The Library will be giving out free children's books that were donated to the Library.

The Library received a check in the amount of \$1,000 from the Shirley Brownrigg Charitable Trust. This Trust distributes funds to different organizations. One of the Trustees of the Trust is a friend of Mark McKenna, who was a participant at our Comic Con event.

The process of banning patrons for their behavior was discussed. The Board agreed to allow Ms. Moonitz to contact the police and issue a Notice of Trespass at her discretion, banning the patrons who violate the Code of Conduct Policy for specific lengths of time.

Trustee Education

No report.

Old Business

Lucille Tendler Community Service Award timeline was finalized. We will start receiving applications as of December 1st. All applications are due at the end of January for review at the February and/or March Board meetings. All prior applicants are automatically included. The Board will select the successful recipient at the March meeting and the award will be given to the recipient at a future event in April.

New Business

The 2019 proposed Library budget was distributed by mail and discussed. This proposed budget remains flat due to a reduction in medical costs. The proposed 2019 Supplemental Request was distributed and discussed. Mr. Shiner suggested that we increase the 2019 proposed Library budget to include costs for opening on Wednesday evenings and a 2% increase for the materials and programming lines as a result of inflation. Discussion followed.

A motion was made by Mr. Shiner, seconded by Mrs. Phipps, to draft a revised budget increasing the budget request to include opening on Wednesday evenings and a 2% increase for the materials and programming lines to cover costs as a result of inflation. All in favor. Motion carried.

The revised 2019 proposed budget will be reviewed at the December 13th Board meeting.

A motion was made by Mr. Shiner, seconded by Mrs. Chittum, to go into Closed Session to discuss personnel matters at 8:45 pm.

A motion was made by Mrs. Phipps, seconded by Mr. Shiner, to re-open the meeting at 9:06 pm.

Adjournment

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to adjourn the meeting. Meeting was adjourned at 9:07 pm.

Respectfully submitted,

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary