

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes January 10, 2019

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Laura Michelson
Laurie Phipps
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

Notification of Public Meeting

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

Oath of Office

Mayor Schmelz administered the Oath of Office to Dr. Nelson Reynoso who was reappointed as Trustee of the Bergenfield Public Library.

Minutes

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to accept the December 13, 2018 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the December 31, 2018 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

No report.

President's Report

Mr. Neats attended the first children's story hour of the year.

BCCLS and Friends

The Friends did not hold a meeting in January and opted to go out for their holiday luncheon.

A BCCLS system-wide spreadsheet showing the 2018 circulation stats was distributed and discussed.

David Hanson, the new Executive Director of BCCLS, will be visiting the Library on Wednesday, January 16th.

Mr. Hanson is visiting all BCCLS libraries to meet the directors. A manager for the new BCCLS delivery system has been hired.

Building & Grounds

The renewal for 2019 lawn maintenance and 2019 – 2020 snow removal was received from Country Green Landscaping. The period for lawn maintenance runs from the end of March 2019 to December 15, 2019. Both quotes are the same as in previous years.

A motion was made by Mr. Langschultz, seconded by Ms. Michelson, to approve Country Green Landscaping's proposal for 2019 lawn maintenance in the amount of \$2,685 and the 2019 – 2020 snow removal proposal at the same rates as last year. All in favor. Motion carried.

Finance Committee

The financial summary was distributed and discussed.

Personnel

Discussed in Closed Session.

Policy

An update to the Juvenile Card Media Restrictions Procedure and a proposed template of the juvenile library registration card was circulated by mail and discussed. This update would allow parents to “opt out” of the Board’s decision restricting PG13 and R rated movies and M rated video games by checking off the box which would allow their child unrestricted access to all library movies and video games. Mrs. Phipps suggested adding a box for each rating (PG13, R rated movies or M rated video games) separately.

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to approve amending the Juvenile Card Media Restrictions Procedure to include adding separate boxes for each rating as discussed above. All in favor. Motion carried.

Director's Report

Ms. Moonitz announced that she will have foot surgery on March 22nd and anticipates being able to return for the April Board meeting. Her other foot would be scheduled after the June Board meeting.

Ms. Moonitz revised the Director’s Report format to include the goals that were achieved over the previous month as they relate to the Strategic Plan. The monthly statistic spreadsheet shows how the Library has been used in different capacities other than just circulating materials.

The U.S. Citizenship series pilot course was discussed and is set to launch on January 28th.

Trustee Education

No report.

Old Business

Mayor Schmelz commented that the recent Children’s program with Tecomah the wolf was fantastic. Mrs. Phipps complimented library staff as well.

New Business

No report.

Reorganization

Election of 2019 Officers:

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, that if the current officers agree to remain in the same position, the Recording Secretary shall cast a single vote electing the officers for 2019. After a brief discussion, the Recording Secretary cast a single vote for the 2019 slate of officers. All in favor. Motion carried.

The Committee appointments will remain the same as 2018 at this time.

In accordance with New Jersey Public Contracts Law, the following resolutions were presented:

Resolution 2019-01 Awarding the Contract to Purchase Periodicals to EBSCO Subscription Services and Tenakill News Service;

Resolution 2019-02 Awarding the Contract to Purchase Books and Publications to Baker & Taylor, Inc., Brodart Books and Library Services and Amazon.com, Synchrony Bank/Amazon.com;

Resolution 2019-03 Awarding the Contract to Purchase Audiovisual Materials to Baker & Taylor Entertainment., and Amazon.com, Synchrony Bank/Amazon.com;

Resolution 2019-04 Authorizing Oritani Bank as the designated depository for the Library;

Resolution 2019-05 Authorizing the Library Director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000;

Resolution 2019-06 Authorizing the Library Director to make payment of all invoices, vouchers and bills less than \$5,000 in the event there is no Board Meeting for reasons such as recess or lack of quorum; and

Resolution 2019-07 Authorizing the Bergenfield Public Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services, along with the County of Bergen and State of New Jersey.

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve Resolution # 2019-01, Resolution # 2019-02, and Resolution # 2019-03. All in favor. Motion carried.

A motion was made by Dr. Reynoso, seconded by Mr. Langschultz, to approve Resolution # 2019-04 authorizing Oritani Bank as the designated depository for the Library. All in favor. Motion carried.

A motion was made by Mrs. Deauna, seconded by Mrs. Phipps, to approve Resolution 2019-05, authorizing the Library Director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000. All in favor. Motion carried.

A motion was made by Mayor Schmelz, seconded by Dr. Reynoso, to approve Resolution 2019-06, authorizing the Library Director to make payment of all invoices, vouchers and bills less than \$5,000 in the event there is no Board Meeting for reasons such as recess or lack of quorum. All in favor. Motion carried.

A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve Resolution 2019-07, authorizing the Bergenfield Public Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services, along with the County of Bergen and State of New Jersey. All in favor. Motion carried.

Each year the Library must certify that it is in compliance with BCCLS requirements for membership in the consortium, which include State Aid requirements. Ms. Moonitz verified that the Bergenfield Library is in compliance.

A motion was made by Mrs. Phipps, seconded by Mrs. Deauna, recommending Mr. Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to go into Closed Session at 8:20 pm.

A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to go back into Open Session at 9:15 pm.

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to approve the proposal submitted by the Personnel Committee and reviewed by representatives of the CWA as clarified recommending a 1 time retroactive payment of \$1,500 for previously uncompensated extra duties and a \$1,500 increase in the 2019 base salary for John Capps. All in favor. Motion carried.

Adjournment

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to adjourn the meeting. Meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary