

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes February 14, 2019

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Laurie Phipps
Mayor Norman Schmelz
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.

Minutes

A motion was made by Mayor Schmelz, seconded by Mrs. Phipps, to accept the January 10, 2019 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the February 14, 2019 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

No report.

President's Report

Mr. Neats attended a few children's story hours. Mr. Neats was in contact with Ms. Moonitz regarding closing the Library for snow and the Borough's 125th Celebration committee meetings. Mr. Neats is on the committee and Ms. Moonitz is the recording secretary. Meetings are now being held in the Library because of the amount of volunteers in attendance. The actual incorporation of the Borough is in June. April 7th will be Municipal Day at Borough Hall. June 23rd will be an expanded Family Fun Day leading into the 125th celebration events. There are plans to have a walking tour in the historical district and plans to have a family oriented on-line scavenger hunt. Other events are in the planning stages throughout the year.

BCCLS and Friends

The Friends want to proceed with a community garage sale. The date is tentatively scheduled for September 29th. This will be their primary fundraiser.

Information on net-lending figures from BCCLS was distributed. Bergenfield is one of the top 5 net-lenders in BCCLS. Half of the libraries are net-lenders and half are net-borrowers. To date, we have not received the net-lending check for July – December 2018. Dave Hanson, the Executive Director of BCCLS, visited the Library to obtain feedback on what BCCLS is doing well and what can be improved for its upcoming Strategic Plan.

Building & Grounds

The auto renewal of the contract with National Maintenance Service, Inc. covering 2019 cleaning services was discussed. The amount of \$1,450.00 per month remains the same as last year.

A motion was made by Mrs. Deauna, seconded by Dr. Reynoso, to approve renewing the yearly contract with National Maintenance Service, Inc. at the rate of \$1,450.00 per month for cleaning services covering

February 1st, 2019 through January 31st, 2020. All in favor, with the exception of Mrs. Chittum, who abstained. Motion carried.

Finance Committee

The financial summary was distributed and discussed. The CD's are due to mature on March 19th, 2019. Current CD interest rates will be explored.

Personnel

Discussed in Closed Session.

Governor Murphy passed increasing the minimum wage to \$15.00 an hour. The rate will go up from \$8.85 to \$10.00 on July 1st, 2019 and will increase \$1.00 each year until the rate reaches \$15.00 per hour. With this new rate, a library page could be earning roughly the same as a library assistant. We may need to consider promotions or adjustments of salary ranges in 2020. Ms. Moonitz contacted CWA and they have confirmed that we would not need to renegotiate the 2018 - 2020 contract.

Policy

No report.

Director's Report

In lieu of Comic Con, the Youth Services department would like to hold a Renaissance Fair on Sunday, July 14th this year. This is a 1 day event and the Youth Services department is requesting approval to open the building for this event from 12:00 – 6:00 pm.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve the use of the facilities for the Renaissance Fair on July 14th from 12:00 – 6:00. All in favor. Motion carried.

Ms. Moonitz reported that we have not heard from the Borough at this point regarding the 2019 budget. Mayor Schmelz reported that discussions would be forthcoming.

In 2014, Envisionware PC reservation software was installed enabling patrons to log onto the public computers. At that time, the patron was allotted 60 minutes of computer time, with the option to extend for another 30 minutes. After discussion, the Board approved a modification to 120 minutes and a 30 minute extension.

Trustee Education

An overview of Capital Plan Basics from the State Library was distributed.

The New Jersey Library Trustee Association is offering seminars for Trustee education in 3 different locations. The closest one is in the Wayne Public Library on March 16th. Please let Ms. Moonitz know if you wish to attend.

Old Business

Mayor Schmelz mentioned that the February 10th Mentalism program was fantastic and the room was packed.

New Business

The draft of the four year Capital Plan was reviewed and discussed. As mentioned before, we need a Capital Plan in place in order to apply for the State construction bond. Based on the Strategic Plan results and the Board's decision, the primary plan was to renovate the YA room and re-carpeting the Library was secondary. Ms. Moonitz has already been in contact with someone for carpeting and is waiting for the quote. Carpeting can be broken up into different sections of the building and spread out over the course of a few years. The Board recommends consulting with contractors to obtain at least 3 preliminary feasibility/general assessments for the YA room renovation. The Board asked Ms. Moonitz to check with the borough about the feasibility of converting the town nursery land into a seasonal parking lot.

Applications for the 2018 Lucille Tandler Community Service Award were distributed and discussed. Voting will take place at the March 14th, 2019 meeting.

A motion was made by Dr. Reynoso, seconded by Mrs. Phipps, to go into Closed Session at 8:58 pm.

A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to go back into Open Session at 9:00 pm.

Adjournment

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to adjourn the meeting. Meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary