

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
March 14, 2019

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Laura Michelson (arrived at 7:55)
Laurie Phipps
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 Mrs. Phipps, seconded by Dr. Reynoso, to accept the February 14, 2019 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mr. Lodato, to approve the March 14, 2019 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

Requests for use of the Library's meeting room space were received from Paula Cardona, a Bergenfield resident, to conduct hair braiding classes for a fee to participants. Ms. Cardona has requested that the room rental fee be waived because she is a Bergenfield resident. The other request is from Tetiana Levina, a Glen Rock resident, who is asking permission to conduct enrichment classes in Russian for children ages 2 – 5 for a fee. She is asking for a room once a week from April through May. Discussion followed.

A motion was made by Ms. Michelson, seconded by Mrs. Chittum, to approve Paula Cardona's application to hold the hair braiding classes in the Library provided that she pays the Library's standard room rental fee. All in favor with the exception of Mrs. Phipps, who opposed. Motion carried.

Mrs. Phipps moved to table the application for Russian enrichment classes. Ms. Levina will be asked to come to our April 11th Board meeting for further clarification if she wants to pursue her request further. Ms. Moonitz will check with our risk manager to see if there are any liability issues.

President's Report

Mr. Neats attended a few children's story hours and mentioned that attendance has been increasing. Mr. Neats has spoken with Ms. Moonitz about different building projects. Mr. Neats and Ms. Moonitz attended the Borough's Financial Committee meeting regarding the 2019 budget.

BCCLS and Friends

The Friends still want to proceed with going forward for a community-wide garage sale on September 29, 2019. This will not be a joint fundraiser with other towns. A request was sent to the Borough council for their approval of this event.

No report for BCCLS.

Building & Grounds

The annual HVAC maintenance contract for service from April 1, 2019 through March 31, 2020 was received from O'Neill Contracting, Inc. in the amount of \$4,393.00 The cost increased \$169.05 from the previous contract.

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to approve the maintenance agreement with O'Neill Contracting, Inc. for the HVAC units from April 1, 2019 through March 31, 2020 in the annual amount of \$4,393. All in favor. Motion carried.

The renewal contract for maintenance for the automatic doors for service from May 1, 2019 through April 30, 2020 was received from Assa Abloy in the amount of \$2,447.28. The cost increased \$222.48 from the previous contract.

A motion was made by Ms. Michelson, seconded by Dr. Reynoso, to approve the maintenance contract with Assa Abloy for the automatic doors from May 1, 2018 through April 30, 2019 in the amount of \$2,224.80. All in favor. Motion carried.

Finance Committee

The financial summary was distributed and discussed. The CD's are due to mature on March 19th, 2019. A spreadsheet with CD rates from other banks was distributed and discussed. Ms. Moonitz recommends staying with Oritani Bank taking advantage of the loyalty rate. Discussion followed.

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to roll over the Capital Improvement Fund into a 6 month CD. The Special Gifts and Endowment Fund CD will be increased to \$30,000 and rolled over into a 12 month CD. Both CD's will remain with Oritani Bank in Bergenfield.

Personnel

After meeting with the Borough's Finance Committee, they have agreed to introduce the budget with our request for a 2% increase. This increase is intended to cover lengthening our hours on Wednesday evenings. Due to the minimum wage increase, Ms. Moonitz is recommending that we adjust the entry level position. This will be in line with what other libraries are anticipating. The current library pages, who were hired at the minimum wage, will go up to \$10 on July 1, 2019. Ms. Moonitz is also recommending that we award the existing library assistants, who are currently being paid slightly above the new minimum wage, with a seniority increase. Ms. Moonitz spoke with representatives from the CWA and they agree with this concept in theory but are concerned about how it will work with our existing contract. CWA will investigate if this is fair with the contract.

Policy

No report.

Director's Report

Ms. Moonitz is trying to have Library staff go off-site to attend different community events which ties into the Strategic Plan. We're trying to average 1 off-site visit per month and it seems to be going well.

The fee for ESL tutoring classes has remained at a 1 time registration fee of \$10 per person for over 10 years. After researching other institutions, Ms. Moonitz is recommending increasing the registration fee to \$25.

A motion was made by Mrs. Phipps, seconded by Mrs. Chittum, to raise the 1 time ESL registration fee to \$25 effective April 1, 2019. All in favor. Motion carried.

Trustee Education

An email regarding a BCCLS trustee focus group to discuss their Strategic Plan was distributed. Ms. Moonitz will send out the link once it is available. A flyer regarding a BCCLS Advocacy Committee meeting was also distributed.

Old Business

Ms. Michelson seconded Mayor Schmelz's original comment that the February 10th Mentalism program was very entertaining.

Review of the four year Capital Plan was discussed. As previous discussed, the primary plan was to renovate the YA room and re-carpeting the Library was secondary. Ms. Moonitz had already been in contact with a vendor for carpeting. The quote came in at \$171,000 to re-carpet the entire building. Carpeting can be broken up into different sections of the building and spread out over the course of a few years. If we were to do just the Children's area, it would cost \$29,000. Ms. Moonitz contacted Arcari + Iovino, the architect who did the Library's 2003 expansion, and RSC, who is the architect for Borough Hall renovation project, and asked for them to assess the scope of the project to renovate the teen room. Arcaro + Iovino gave a rough estimate of \$100,000 - \$175,000. RSC submitted a similar rough estimate of \$165,000. Both architects agreed that we need to proceed with plans for applying for the State Construction grant now so we're ready to when the time comes. Ms. Moonitz is requesting that the Board decide which project they want to specify for the Capital Plan.

A motion was made by Ms. Michelson, seconded by Mrs. Phipps, to approve the renovation of the teen room as our main goal for the Capital Plan. All in favor. Motion carried.

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

A motion was made by Mr. Langschultz, seconded by Mrs. Phipps, to award the 2018 Lucille Tendler Community Service Award to Joanne Thomas. All in favor. Motion carried.

A motion was made by Mr. Langschultz, seconded by Mr. Lodato, to change the posthumous eligibility requirement for the Lucille Tendler Community Service Award to 3 years. All in favor. Motion carried.

The award will be given to Ms. Thomas at the April 28th comedy program with Bill Ervolino.

New Business

No report.

Adjournment

A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to adjourn the meeting. Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary