

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes April 11, 2019

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Laura Michelson
Laurie Phipps (arrived at 8:00)
Jay Shiner
Mayor Norman Schmelz
Allison Moonitz, Director
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:35 pm.

Notification of Public Meeting

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

Minutes

A motion was made by Ms. Michelson, seconded by Mr. Neats, to accept the March 14, 2019 minutes. Because Mayor Schmelz, Marcela Deauna and Jay Shiner were not present at the March meeting, there was no quorum of the Trustees present. There was still no quorum to vote on the minutes after Mrs. Phipps arrived. The March minutes will be formally approved at the May meeting.

Bills

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the April 11, 2019 amended bill list. All in favor. Motion carried.

Public Portion

Representatives from the Good Neighbors Toastmasters Club were present to request that the room rental fee be waived for their organization's meetings. Discussion followed.

A motion was made by Mrs. Phipps, seconded by Mr. Shiner, to maintain the existing fee structure of \$20 per meeting for the Good Neighbors Toastmasters Club. All in favor. Motion carried.

Correspondence

A thank you card was read from Mr. Neats for the fruit basket he received.

Mayor Schmelz donated a book written by Anthony R. Suarez, the mayor of Ridgefield titled *Politically Indicted*.

President's Report

Mr. Neats attended a few children's story hours. Mr. Neats mentioned that attendance has been varying between new and current children. Mr. Neats donated 2 books written by John C. Becica on the Revolutionary War in Ho-Ho-Kus. Mr. Neats wanted to thank Allison Moonitz, Kristie Murru, Jo Anne Novack, and Lois Alexander for representing the Library at the Local Government Day event on April 7th.

BCCLS and Friends

No report for BCCLS.

The Borough Council approved the Friends' request for a community-wide garage sale scheduled for September 29, 2019. Registration forms are available for pick-up. Flyers for the garage sale will be made available at Family Fun Day.

Building & Grounds

There is a recurring leak in one of the quiet study rooms. The membrane on the roof is still under warranty until the end of this year. Representatives from the roofing company came to inspect the problem and noticed that there are additional issues to be addressed. We are waiting for the report.

Finance Committee

The financial summary was distributed and discussed.

Personnel

One of our part-time library assistants from the Children's department has resigned to accept a full-time position in another library.

Policy

No report.

Director's Report

Ms. Moonitz mentioned that our All Staff meeting is May 1st and has traditionally been the staff appreciation breakfast. Donations were collected. Mrs. Chittum, Mrs. Deauna, and Mrs. Phipps will attend from the Board.

The Borough passed the town budget at their April 2nd meeting. With the slight increase to the Library's budget, we will now be able to remain open on Wednesday evenings until 9:00 pm. A few vacancies still need to be filled but Ms. Moonitz asked when the Board would like to begin the new hours. Discussion followed.

A motion was made by Mayor Schmelz, seconded by Ms. Michelson, to begin the new hours remaining open until 9:00 pm on Wednesday evenings effective July 1, 2019. All in favor. Motion carried.

Ms. Moonitz reported that with the increase in the State's minimum wage, a proposal to adjust the existing library assistants' wages effective July 1, 2019. Going forward, the library assistant title will serve as the entry level position, eliminating the page title. Ms. Moonitz has spoken with CWA. They are in favor of this plan and have requested that our attorney draft a side letter increasing the existing library assistants' wages effective July 1, 2019 when the changes to the State minimum wage goes into effect.

A motion was made by Mrs. Phipps, seconded by Mrs. Deauna, to approve Ms. Moonitz's plan to increase the existing library assistants' wages effective July 1, 2019 in response to the increase in the State's minimum wage. All in favor. Motion carried.

In an effort to review outdated procedures, Ms. Moonitz is requesting approval to discontinue the Senior Citizen Fine Amnesty. Discussion followed.

A motion was made by Mrs. Phipps, seconded by Mr. Shiner, to abolish senior citizen fine amnesty for late fees. After a vote of 3 opposed and 4 in favor to abolish the senior citizen fine amnesty, a lengthy discussion followed. Mrs. Phipps revised her motion, seconded by Ms. Michelson, to cap the senior citizen fine amnesty at \$5.00 or less for materials checked-out after June 1, 2019. If the fine is over \$5.00, seniors will be responsible to pay the late fees. All in favor with the exception of Mayor Schmelz, who opposed. Motion carried.

Trustee Education

A flyer from the New Jersey Library Association regarding funding for the per capita state aid and an article regarding the state construction grant were distributed.

Old Business

At the March 14, 2019 Board meeting, the Trustees approved the renovation of the teen room as the main goal for the Library's Capital Plan. A Capital Projects Plan Narrative and Purchase Schedule covering the time period of 2019 – 2022 was distributed and discussed. The Capital Plan for the project must be approved before submitting an application for the State's construction grant.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve the Capital Plan as distributed. All in favor. Motion carried.

New Business

Mayor Schmelz thanked the Library for participating in the Mayor's Wellness Program and is also grateful to the Library for hosting the Borough's 125th Committee meetings. Mr. Neats also thanked Ms. Moonitz for her commitment and involvement in the 125th Committee.

Ms. Moonitz reminded the Board that the Lucille Tandler Community Service Award will be presented to Joanne Thomas on Sunday, April 28th, before the Bill Ervolino comedy program.

Adjournment

A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary