

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes June 13, 2019

Present:

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Laura Michelson  
Laurie Phipps  
Dr. Nelson Reynoso, Vice President  
Mayor Norman Schmelz  
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 Mayor Schmelz, seconded by Mrs. Deauna, to accept the May 9, 2019 minutes. All in favor. Motion carried.**

### **Bills**

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the June 13, 2019 amended bill list. All in favor. Motion carried.

### **Public Portion**

No report.

### **Correspondence**

Mr. Neats received an informational letter from the New Jersey State Library. We receive a majority of comparable services already through our BCCLS membership.

### **President's Report**

Mr. Neats was very pleased to see the Library represented at the Memorial Day parade. Mr. Neats wanted to extend thanks those who marched in honor of our veterans. Mr. Neats did not get a chance to attend any children's programs last month but had stopped in several times to speak with Ms. Moonitz.

### **BCCLS and Friends**

Applications for the Friends community-wide garage sale are available downstairs. The garage sale is on September 29<sup>th</sup>. Applications will be accepted through the middle of September.

BCCLS delivery service has gone live effective June 4<sup>th</sup>. Bergenfield's route was on the Beta testing route and we have been receiving deliveries about 7:30 am. Delivery time for patron requests is now shortened to 1 or 2 day. The BCCLS delivery service will begin system-wide on Monday, June 17<sup>th</sup>. The State will have the remaining 2 weeks of June to deliver whatever materials they still have in transit.

### **Building & Grounds**

Preliminary design plans of the YA renovation will be shown under Old Business.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

Ms. Moonitz will meet with the Personnel Committee over the course of the summer to discuss title changes for 2 full-time employees.

## **Policy**

A draft of the revised Code of Conduct Policy was distributed and discussed.

**A motion was made by Mrs. Phipps, seconded by Ms. Michelson, to approve the changes to the Code of Conduct Policy as presented. All in favor. Motion carried.**

## **Director's Report**

Ms. Moonitz advised the Board that she will have surgery on her right foot on June 21, 2019. Ms. Moonitz anticipates being out for 2 weeks and plans to work 2 days a week on a temporary basis. Ms. Moonitz plans to return to full time capacity the week of July 29<sup>th</sup>. Louise Moroses will be the person in charge in Ms. Moonitz's absence.

As of July 3<sup>rd</sup>, the Library will begin expanded hours on Wednesday nights and remain open until 9 pm.

Ms. Moonitz wanted to broach the subject with the Board of hosting a "Meet the Candidates" program. This would include all Bergenfield candidates who are running for office. The Board suggested contacting the League of Women Voters to ask if they would act as moderators.

This summer's Renaissance Fair unfortunately has to be cancelled due to the lack of response from the third party vendor. Bobby Huber is planning to have an extended game weekend in November to compensate.

## **Trustee Education**

The New Jersey Library Trustee Association is hosting a trustee education program in the Cherry Hill Public Library on September 7<sup>th</sup>. The deadline to register is August 30<sup>th</sup>. Please advise if anyone wishes to attend. Ms. Moonitz will send out the list of webinars from the State Library to the Trustees. Any completed webinars will count towards State mandated continuing education requirements.

## **Old Business**

Preliminary plans for the renovation of the YA room were shown. Discussion followed. More information will follow at the September meeting.

Mr. Neats inquired about the status of the oral history project that was started during the Library's 100<sup>th</sup> anniversary celebration. To date, 4 interviews have been conducted. Dr. Reynoso will reach out to other candidates to set-up interviews. Raw interview footage still needs to be edited thoroughly.

## **New Business**

Mr. Neats gave an overview of events being planned for the Borough's 125<sup>th</sup> anniversary celebration.

## **Adjournment**

**A motion was made by Mrs. Phipps, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:10 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary