

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
May 9, 2019

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Dr. Nelson Reynoso, Vice President
Mayor Norman Schmelz
Christopher Langschultz, Alternate for Superintendent of Schools
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

Due to a lack of a quorum of those present at the April meeting, a motion was made by Dr. Reynoso, seconded by Mr. Langshultz, to formally accept the March 14, 2019 minutes. Mayor Schmelz and Mrs. Deauna abstained. Motion carried.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to accept the April 11, 2019 minutes. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the May 9, 2019 amended bill list. All in favor. Motion carried.

Public Portion

No report.

Correspondence

A thank you note was read from Joanne Thomas, who was the recipient of the 2018 Lucille Tendler Community Service Award.

President's Report

Mr. Neats attended the Project Graduation Vendor's Fair at the high school. Mr. Neats received many compliments about the Library. Mr. Neats also attended the Lucille Tendler Community Service Award/Bill Ervolino comedy program on April 28th.

BCCLS and Friends

No report for Friends.

BCCLS is still on track for beginning delivery service set-up by the end of June. They have hired delivery drivers and will start doing test runs to all the libraries soon.

Building & Grounds

The leaks in the roof were repaired by GAF under our existing warranty.

Finance Committee

The financial summary was distributed and discussed.

Personnel

We received the approval from our CWA representatives to the side letter drafted by our attorney amending the current Collective Bargaining Agreement ending December 31, 2020 increasing the hourly salary rate for certain part-time Library Assistants as a result of the increase in New Jersey minimum wage law effective July 1, 2019.

A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, accepting CWA's agreement that certain part-time Library Assistants will receive an increase in their salary effective July 1, 2019 under the

current Collective Bargaining Agreement as a result of the increase in the New Jersey minimum wage law. All in favor. Motion carried.

Ms. Moonitz is recommending a title change of one of our Library Assistants, who is nearing her completion of her graduate degree, to Library Associate.

A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, to accept Ms. Moonitz's recommendation for the promotion of Jennifer Haring to Library Associate with a pro-rated salary adjustment according to her new title to be effective in the Fall of 2019. All in favor. Motion carried.

Policy

No report.

Director's Report

Ms. Moonitz advised the Board that she will have surgery on her right foot on June 21, 2019. Louise Moroses will be the person in charge in Ms. Moonitz's absence.

Ms. Moonitz has been researching different credit card companies so the Library can offer credit card acceptance at the Circulation desk. Under current banking laws, in order to set up any credit card service, it has to be attached to an individual. Ms. Moonitz is willing to use her personal credentials to set up this service on behalf of the Library. Discussion followed.

A motion was made by Mr. Langschultz, seconded Dr. Reynoso, authorizing Ms. Moonitz to contract with Square using Ms. Moonitz's credentials to set up the service. All in favor. Motion carried.

Ms. Moonitz would like to work with the Policy Committee over the summer to revise the Library Code of Conduct policy. Discussion followed.

Trustee Education

No report.

Old Business

There is talk that the State Construction grant will go live in the summer. Ms. Moonitz received 4 quotes from architects and summarized the quotes for the preliminary design phase. The architect's fee will be paid out of the Library's Capital Improvement account. Discussion followed.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve hiring RSC Architects to draw up the preliminary design plans for the renovation of the teen room. All in favor. Motion carried.

A sample draft resolution authorizing the Library to enter into a professional services agreement with an architect was presented.

A motion was made by Dr. Reynoso, seconded by Mrs. Deauna, to authorize Mr. Neats and Mrs. Chittum to sign Resolution #2019-08 which authorizes the Library to enter into a professional services agreement with RSC Architects. All in favor. Motion carried.

New Business

Mayor Schmelz attended the Project Graduation Vendor Day as well and mentioned that the Library was represented. Dr. Reynoso attended the last Citizenship class and complimented the program.

Adjournment

A motion was made by Mrs. Deauna, seconded by Mrs. Chittum, to adjourn the meeting. Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary