



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes September 12, 2019

Present:

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer (arrived @ 7:50 pm)
Laurie Phipps
Jay Shiner
Mayor Norman Schmelz
Thomas Lodato, Council Liaison
Christopher Langschultz, Alternate for Superintendent of Schools
Allison Moonitz, Director
Darlene Swistock, Interim Recorder of Minutes

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 Mayor Schmelz, seconded by Ms. Phipps, to accept the June 13, 2019 minutes. All in favor with the exception of Mr. Shiner who abstained because he was not present at that meeting. Motion carried.

Bills

Since the board previously passed a resolution authorizing the payment of bills over the summer when the trustees do not meet, the July and August bills were circulated by mail and will be approved at today's meeting.

A motion was made by Mr. Shiner, seconded by Ms. Chittum, to approve the July bill list. All in favor. Motion carried.

A motion was made by Mr. Shiner, seconded by Dr. Reynoso, to approve the August bill list. All in favor. Motion carried.

A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to approve the September amended bill list. All in favor. Motion carried.

There was no further discussion.

Public Portion

None

Correspondence



President Neats read a letter from Mayor Schmelz thanking the library for their participation and support of the Mayor's Wellness Challenge. Mayor Schmelz personally thanked President Neats and Ms. Moonitz and presented them with a certificate during the meeting.

President Neats also read a letter from board member Ms. Michelson who resigned from the board as her family was moving out of the area. He thanked her for the insight that she brought to the board and stated that she will be missed. Ms. Moonitz will send a letter to Ms. Michelson to thank her for her service on the board. He noted that the person that fills this vacancy is appointed by the mayor and approved by the Town Council, and will fill the remainder of Ms. Michelson's 5-year term.

A request was received from the Filipino School of New York/New Jersey to place an ad in their 10th Anniversary Journal; the school provides free children's programming at the library and also took an ad in the Library's 100th Anniversary Journal.

A motion was made by Mayor Schmelz, seconded by Ms. Phipps, to place an ad for \$40 in their 10th Anniversary Journal.

A discussion followed if the ad would be placed on behalf of the Trustees of the Bergenfield Public Library since the library itself cannot use public funds to place the ad.

A revised motion was made by Ms. Phipps, seconded by Dr. Reynoso, that the trustees themselves will fund a quarter page ad for \$40. All in favor. Motion carried.

The ad will be from the Bergenfield Board of Trustees. The artwork for the ad will include a photo of the library, address, phone number, website and the tag line of "Celebrating the Diversity of Bergenfield for Over 100 Years."

President's Report

President Neats stated the need for a candidate to fill the open position on the board. The library also participated in Family Fun Day and the 3 summer concerts celebrating the Borough's 125th Anniversary. He asked Ms. Moonitz to thank the staff for their participation at these events. Lastly, he thanked the library for hosting the Borough's 125th Anniversary committee meetings.

Committee Reports

BCCLS and Friends

The BCCLS Friends Breakfast is scheduled for October 22, 2019. Jane Green will be the keynote speaker and tickets are \$45. If anyone would like to attend, let Ms. Moonitz know. The deadline is October 1.

Member libraries will be asked to approve BCCLS Uniform Lending Policy at System Council in October. Ms. Moonitz is in favor of it.

A motion was made by Mayor Schmelz, seconded by Ms. Chittum, that the board is in favor of BCCLS' proposed Uniform Lending Policy. All in favor. Motion carried.

Building & Grounds

Ms. Moonitz reviewed possible changes to the schematics for the Young Adult renovation with the architect over the summer and is waiting to hear back from him. The application is not live yet and complete details have not been released. They will use the Borough's grant writer and hope to start construction in late 2020.

Finance Committee



The financial summary was distributed and discussed. The capital improvement account CD is due to mature on September 19, 2019. A spreadsheet with CD rates from other banks was distributed and discussed.

A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to rollover the CD for 15 months and it will remain at Oritani Bank in Bergenfield.

Ms. Moonitz would like to have additional funds available in the Capital Account to cover any unexpected expenses pertaining to the building and redesign of the Young Adult Room.

A revised motion was made by Mr. Shiner, seconded by Mayor Schmelz, to rollover the CD at Oritani Bank for 15 months at a rate of 1.74% in the amount of \$30,000; the remaining balance will be returned to the regular capital improvement fund. All in favor. Motion carried.

Personnel

Ms. Moonitz advised that Evelyn Rizzo, Administrative Secretary, will be retiring and submitted her letter of resignation. Louise Moroses, Head of Youth Services, will also be retiring at the end of the year. Both positions have been posted and she will review the resumes received. She also met with the Personnel Committee over the summer to discuss other personnel matters.

Policy

No report

Director's Report

- Ms. Moonitz would like to offer a customer service workshop for the library staff on November 4, 2019 and have a delayed opening at 2:00 pm.
A motion was made by Mayor Schmelz, seconded by Ms. Phipps, to approve the customer service staff workshop and to open the library at 2:00 pm on November 4, 2019. Ms. Phipps asked how the public will be notified and Ms. Moonitz advised there will be signage and the delayed opening will be mentioned on social media, on the library website and in the library email newsletter. **All in favor. Motion carried.**
- Ms. Moonitz requested the library extend its hours on Saturday, November 16, 2019 and close at 5:00 pm instead of 2:00 pm during library game weekend.
A motion was made by Ms. Chittum, seconded by Mr. Shiner, to extend library hours on Saturday, November 16, 2019 and close at 5:00 pm. All in favor. Motion carried.
- Ms. Moonitz advised that the library will start offering museum passes to its patrons starting January 2, 2020. The cost was \$1,000 for passes to 7 museums. She has purchased software to track them and will need to develop a policy for these passes. Some libraries charge a refundable deposit for the passes to ensure they are returned timely. She recommended a \$10 fee be assessed when passes are returned late. The board feels there should be a substantial penalty for passes that are returned late or are lost. Mr. Shiner asked if this complies with the Uniform Lending Policy and Ms. Moonitz replied that the museum passes will be uncatalogued and limited to Bergenfield residents. Depending on next year's budgetary situation, she would like to add to the offerings and possibly ask the Friends Group to help to subsidize the more expensive museum passes.
- Square Credit Card Resolution. The auditor recommended that a separate bank account be set up for the income received from credit cards, and then monies be transferred quarterly to the main operating account. The account will be opened at Oritani Bank.
A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, to open a secondary bank account for the income received from credit cards at Oritani Bank and the 4 authorized signers will be the Treasurer, President, Vice President and Library Director. All in favor. Motion carried.

Trustee Education



No report. President Neats reminded everyone about the educational opportunities available through BCCLS and the state.

Old Business

None

New Business

- The Capital CD Maturation and Resolution #2019-09 Approving the Opening of a Secondary Band Account with Oritani Bank and Approving Signatories to the Account were previously discussed and approved.
- Mr. Shiner mentioned that lights are left on when the library is closed. Ms. Moonitz noted that some are emergency lights and she will ask the maintenance man to adjust the timers for the other lights.
- Dr. Reynoso asked about the current ESL waiting list. A discussion followed about ways to recruit additional volunteer tutors at higher learning institutions and at the high school if students need community service hours.
- For the Borough's 125th Anniversary, Michael Birkner will give a presentation about Bergenfield's history from 1894-present on Sunday September 15 at 2pm.
- The library may also be participating in the historic weekend on October 12-13, 2019. The town is looking for additional community group participants and Mayor Schmelz advised that the Garden Club will be selling mums. The library will be sponsoring the ghost tours at South Presbyterian Church on Saturday night (October 12th.)

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to move to closed session at 8:50 pm to discuss personnel matters. All in favor. Motion carried.

Returned to open session at 8:56. A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to approve the personnel proposal made by the Library Director recommending William Fischer to receive a 6% salary adjustment and Elizabeth McSorley to be promoted from Library Assistant to Senior Library Assistant and receive a 6% salary increase in line with title change with NJ Civil Service. All in favor. Motion carried.

Adjournment

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. Meeting was adjourned at 9:10 pm.

Respectfully submitted,

Barbara Chittum

Darlene Swistock, Recorder for
Barbara Chittum, Recording Secretary

dms: 9/15/19