



## **BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING**

**Minutes  
December 12, 2019**

### **Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Fanny Cruz-Betesh  
Chris Langschultz, Alternate to Superintendent  
Laurie Phipps  
Jay Shiner (arrived at 8:20pm)  
Allison Moonitz, Director  
Emily Pagani, Administrative Assistant

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. Cruz-Betesh, seconded by Ms. Phipps to accept the November 14, 2019 minutes. All in favor with the exception of Mr. Langschultz who abstained because he was not present at that meeting. Motion carried.

### **Bills**

A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the December amended bill list. All in favor. Motion carried.

### **Public Portion**

No public.

### **Correspondence**

Recurring 2020 Room Rental Requests were received from For the Love of Words writers group to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings with the exception of July and August; Bloom Empowerment to meet 1 Saturday or Sunday afternoon a month; the Davis Court Condo Association for their quarterly meetings;

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the continued use of the Library's meeting room space by the Love of Words writers group on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, with the exception of July and August. All in favor. Motion carried.**

**A motion was made by Ms. Cruz-Betesh, seconded by Mr. Langschultz, to allow the Bloom Empowerment to meet one Saturday or Sunday afternoon of the month. All in favor. Motion carried.**

**A motion was made by Mr. Langschultz seconded by Dr. Reynoso, to approve the use of the**



**Library's meeting room space by the Davis Court Condo Association for their quarterly meetings for a fee of \$25.00 per hour as per the revised the Meeting Room Policy. All in favor. Motion carried.**

### **President's Report**

President Neats reported that he attended the following events: Library shred event, Church of the Good Shepherd 75<sup>th</sup> Anniversary Service, the Borough's 125<sup>th</sup> Anniversary Inter-Faith Service, the Borough's Volunteer Dinner, and Holiday at the Park. Mr. Neats met with Ms. Moonitz regarding personnel changes. Mr. Neats also attended Jefferson School's vendor night and received positive feedback regarding the Library's upcoming Museum Pass Program.

### **Committee Reports**

#### **BCCLS and Friends**

Friends had a holiday luncheon in lieu of their monthly meeting. On December 8<sup>th</sup>, the Friends raised \$40.00 at their pop-up Holiday Market Place.

Information regarding a possible BCCLS boycott of McMillan publishing materials was distributed and discussed.

#### **Building & Grounds**

No report.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

Ms. Moonitz reported that the new Head of Youth Services, Kara Gilbert, will start February 3<sup>rd</sup>.

#### **Policy**

In early 2020, Ms. Moonitz would like to discuss establishing "associations" in Polaris with the Policy Committee. This will allow family members to pick up materials for each other.

#### **Director's Report**

- Discussion followed concerning possible ways to honor Louise Moroses' upcoming retirement.
- The Library has reached the end of its 5-year lease with ProCopy. A summary of the quote specifications was distributed and discussed. Ms. Moonitz recommended sticking with the current vendor. **A motion was made by Ms. Phipps, seconded by Ms. Chittum to approve ProCopy's proposal for a 60-month lease in the amount of \$279.00 per month pending discussion with Sharp. All approved. Motion carried.**

#### **Trustee Education**

Ms. Moonitz distributed information regarding "fine free" amnesty programs in public libraries. Discussion followed concerning implementing the service in 2021. Ms. Moonitz will provide the board with additional financial information.

Dr. Reynoso reported on the "Hot Topics for Trustees" BCCLS workshop that he attended on December 5. Topics included: legislations, relationships with counsel, community outreach, the recent Mahwah Library referendum, and raising revenue.

#### **Old Business**

No Report.



### **New Business**

The 2020 proposed Operating budget was distributed by mail and discussed. This proposed budget reflects a 1.4% increase in overall expenses. New services for 2020 would include: expanded Friday hours in July and August, the Museum Pass program, the launch of the Passport Acceptance service and fine free amnesty for Children's materials for July and August. This 1.4% increase is supported by direct feedback received by the community during the strategic planning process back in 2018. **A motion was made by Mr. Shiner, seconded by Ms. Phipps recommending Ms. Moonitz submit the proposed 2020 Operating Budget to the Borough. All approved. Motion carried.**

The 2020 Capital request was distributed by mail and discussed. RSC Architects provided a estimated budget of roughly \$300,000 to renovate the Young Adult room. The library would apply for 1:1 matching grant as part of the NJ Library Construction Bond Act Grants Program. The library is requesting \$112,625.42 of Capital funds from the Borough. Discussion followed. **A motion was made by Ms. Cruz-Betesh, seconded by Dr. Reynoso to submit the 2020 Capital Budget request to the Borough. All in favor. Motion carried.**

In order to apply to the NJ Library Construction Bond Act Grants Program RSC recommended the board pass a resolution supporting the project - Resolution #2019-10 Resolution Approving the Young Adult Room Renovation Capital Project. **A motion was made by Mr. Langschultz, seconded by Ms. Cruz-Betesh to approve resolution #2019-10. All in favor. Motion Carried.**

Ms. Phipps inquired about the possibility of working with FDU as a source of ESL tutors. Ms. Moonitz will follow up.

Mr. Neats acknowledged Mr. Shiner's 5 years of service to the library board and thanked him for his contributions now that his appointment is coming to an end. We anticipate a new trustee to be sworn in January 2020.

### **Closed Session**

**A motion was made by Ms. Phipps seconded by Ms. Chittum to move to closed session at 8:55 pm. Return to open session at 9:15 pm.**

**A motion was made by Mr. Langshultz, seconded by Dr. Reynoso to approve changes to the Organizational Chart submitted by the personnel committee. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Ms. Chittum to approve the creation of the Department Head of Adult Services position at the Librarian IV level. All in favor. Motion carried.** Ms. Moonitz will fill the vacancy in accordance with the personnel committees' recommendations.

### **Adjournment**

**A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to adjourn the meeting. Meeting was adjourned at 9:30pm.**

Respectfully submitted,

*Barbara Chittum*

Emily Pagani, Recorder for  
Barbara Chittum, Recording Secretary