



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
October 10, 2019

Present:

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer (arrived at 7:42 pm)
Laurie Phipps
Mayor Norman Schmelz (arrived at 8:41 pm)
Thomas Lodato, Council Liaison
Fanny Cruz-Betesh
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.

Oath

Since board member Ms. Laura Michelson moved out of the area and resigned, the mayor and council appointed and approved Ms. Fanny Cruz-Betesh to complete the remaining 2 years and 2 months of her 5-year term. She was sworn in by Council Liaison Lodato.

Minutes

A motion was made by Ms. Phipps, seconded by Mr. Lodato, to accept the September 12, 2019 minutes. All in favor with the exception of Ms. Cruz-Betesh who abstained because she was not present at that meeting. Motion carried.

Bills

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

Public Portion

Mr. Willie Betesh, former borough attorney and current tax appeal attorney, thanked the board for their great work. He welcomed and wished new board member, Ms. Cruz-Betesh good luck.

Correspondence

President Neats read a letter from Eleanor Contreras, Director of S.A.C.C. Bergenfield thanking the library for setting up on-site and off-site programs for the campers during the summer.

A request was received from Bear Bots (8th grade robotics program) to use the facilities again for weekly meetings on Sundays from October - April. This is the same group under the same leadership as last year.

A motion was made by Ms. Phipps, seconded by Ms. Chittum, approve the use of the facility on Sundays from 1:00-5:00 pm during October - April. All in favor. Motion carried.



A request was received from Girl Scout Troop #97137 to use the facilities again for bi-weekly meetings on Saturdays from October – June. This is also a recurring request.

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps, approve the use of the facility on Saturdays from 10:00 am - 12:00 pm during October - June. All in favor. Motion carried.

President's Report

President Neats advised that he and Ms. Moonitz met with Ms. Cruz-Betesh to explain the position of board member. He attended the Michael Birkner historic presentation on September 15 and has been attending the 125th Anniversary Committee meetings with Ms. Moonitz. He asked if board members could cover the library's table on Saturday and Sunday at the Historic District weekend for the 125th Anniversary celebration; Ms. Deauna and Ms. Cruz-Betesh offered to do so. He also spoke about the Anniversary committee's commemorative ad journal and inquired as to the Board's participation.

A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to take a self-financed full-page black and white ad for \$100 on behalf of the library board in the town's 125th Anniversary fundraising journal. All in favor. Motion carried.

Committee Reports

BCCLS and Friends

The library is paying its final quarterly BCCLS bill which includes a credit for about \$2,500 for delivery service. The original estimate was \$9,000 and the actual cost was lower. A snapshot of the BCCLS Strategic Plan was also shared with the board.

The Friends of the Library held a successful town-wide garage sale and raised \$1,800 for the library.

Building & Grounds

Ms. Moonitz presented the architect's proposal to renovate the Young Adult/Teen area. The original on-site rough estimate was \$170,000 and the complete feasibility assessment is now \$500,000 which includes new furnishings, HVAC and related items. The board was very concerned with this difference and asked if the architect could come to the next board meeting to answer questions about the project. In addition, Ms. Moonitz was asked to check state contract pricing for furniture and if the estimate and proposal costs were consistent at other libraries who used the same architect. The timing of this project also impacts the library's ability to apply for the 1:1 matching grant under the state Library Construction Bond Act.

Finance Committee

The financial summary was distributed and discussed. Ms. Deauna advised that the library has spent 76% of its budget for the year. President Neats noted that Valley Bank will be acquiring Oritani Bank, but that should not immediately affect the Library's accounts.

Personnel

No report.

Policy

A draft of the Museum Pass Guidelines was previously distributed to the board. Museum pass reservation software has been purchased and passes will be available starting January 2, 2020 and the guidelines will take effect at that time. There was concern if patrons do not pick up and return passes timely as it affects the next patron's ability to use them. The number of passes varies with the membership at each museum and there will be a replacement charge if a pass is lost. The program guidelines will be revisited in the Spring of 2020.



Director's Report

- Ms. Moonitz would like to attend the Public Library Association annual conference in Nashville in February 2020. The library board would like to support Professional Development.
A motion was made by Mayor Schmelz, seconded by Ms. Phipps, for the Library to pay for the conference registration costs and Ms. Moonitz should see if there is room for hotel and airfare reimbursement in the budget for 2020. All in favor. Motion carried.
- The budget for 2020 will not be formalized until December due to the unknown insurance and salary costs for 2 new employees. She asked for preliminary feedback about other potential 2020 expenses including going fine free and expanding Friday hours. She was asked to provide an estimate of the income generated from overdue fines. She also recommended discontinuing refunds when lost items are found.
A motion was made by Mayor Schmelz, seconded by Ms. Cruz-Betesh, to incorporate going fine free for children's overdue materials during the summer into the 2020 budget. There were 3 nays. Motion carried. It will be revisited at the next meeting.
A motion was made by Ms. Chittum, seconded by Ms. Phipps, to explore extending Friday hours to 10:00 am - 5:00 pm during the summer and adding this expense to the budget. All in favor. Motion carried.
A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to follow the director's recommendation to discontinue issuing refunds for patrons who have paid for lost items. All in favor. Motion carried.
- Lastly, Ms. Moonitz talked about a patron that has been making the library staff uncomfortable and it has become a safety hazard. This is not the first time this has happened with this individual and the library's attorney has recommended a temporary 30-day notice of trespass which will allow time for the library board to decide how to handle this situation.
A motion was made by Ms. Phipps, seconded by President Neats, to follow the attorney's recommendation to institute a notice of trespass suspending the patron from the library for 45 days, to be revisited at the November board meeting and to explore alternate assistance. All in favor. Motion carried.

Trustee Education

Ms. Moonitz presented an informational brochure about Consent Agendas to approve agenda items in bulk at meetings. If approved, it would take effect in 2020.

Old Business

New Business

- Approval of 2020 Library Closings and Holidays
A motion was made by Ms. Chittum, seconded by Ms. Cruz-Betesh, accept the 2020 Library Closings and Holidays. All in favor. Motion carried.
- Approval of 2020 Board of Trustee Meetings
A motion was made by Ms. Deauna, seconded by Ms. Phipps, accept the 2020 Board of Trustees Meetings. All in favor. Motion carried.
- Review of Museum Pass Program Guidelines and Fees was previously discussed under Policy.
- Review of Lucille Tendler 2019 Community Service Award Timetable
 - Applications for the 2019 candidate will be accepted through 1/31/20
 - Trustees will review the applications in February and award the winner at the March board meeting.
 - The chosen candidate's award will be presented at a library program in April.



Adjournment

A motion was made by Ms. Phipps, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:36 pm.

Respectfully submitted,

Barbara Chittum

Darlene Swistock, Recorder for
Barbara Chittum, Recording Secretary

dms: 10/12/19