



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes
March 12, 2020**

Present

Thomas Neats, President
Barbara Chittum, Recording Secretary
Marcela Deauna
Laurie Phipps
Sarah Shaffren
Mayor Arvin Amatorio
Christopher Langschultz, Alternate for Superintendent of Schools
Allison Moonitz, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:33 pm.

Notification of Public Meeting

President Neats read the report on public notification of this meeting.

Oath of Office

Mayor Amatorio administered the Oath of Office to Ms. Deauna who was re-appointed as Trustee of the Bergenfield Public Library.

Minutes

A motion was made by Mr. Langschultz, seconded by Ms. Phipps to accept the February 13, 2020 minutes. All in favor with the exception of Ms. Deauna and Mayor Amatorio who abstained because they were not present at that meeting. Motion carried.

Bills

A motion was made by Ms. Chittum, seconded by Mr. Langschultz, to approve the March 12, 2020 amended bill list. All in favor. Motion carried.

Public Portion

Mr. George Armbuster and Mr. John McGill spoke about their nomination of Mr. Robert Armbuster for the 2019 Lucille Tendler Community Service award.

Correspondence

No report.

President's Report

President Neats reported that he and Ms. Moonitz, via conference call, attended the 2020 budget meeting with the Borough's Finance Committee. The Library's operating budget and capital request were both presented and positive feedback was received.

Committee Reports



BCCLS and Friends

No report for BCCLS. Ms. Moonitz reported the Friends will proceed with their planned fundraiser May 8th and have moved the Town-wide garage sale to October 17th and 18th.

Building & Grounds

Ms. Moonitz discussed the quote for the service contract renewal for Assa Abloy to maintain the exterior door mechanism. The contract renewal is for \$2,447.28, with no changes from the previous year.

A motion was made by Ms. Chittum, seconded by Ms. Phipps to approve the contract renewal for Assa Abloy in the amount of \$2,447.28. All in favor. Motion carried.

Finance Committee

The financial summary was distributed and discussed. Ms. Moonitz discussed terminating the Special Gifts CD which will mature on March 19, 2020. These funds would go back to the Special Gifts and Endowments fund where they originated with the purpose of helping to pay for our portion of the YA room renovations.

A motion was made by Ms. Phipps, seconded by Mr. Lanschultz to approve liquidating the CD maturing March 19, 2020 at Valley National Bank (formerly Oritani Bank). All in favor. Motion carried.

Personnel

No report.

Policy

No report.

Director's Report

Ms. Moonitz reported on the following:

- Ms. Moonitz provided a brief recap of the PAL conference she attended in Nashville. Ms. Shaffren questioned Ms. Moonitz about the networking opportunities and takeaways. Discussion followed.
- Ms. Moonitz discussed her conversation with Borough Administrator Corey Gallo regarding the decision to close the library due to the Coronavirus outbreak with a tentative reopening date of April 6. BCCLS and the staff were notified. Per conversations with President Neats, two staffing plans were prepared for Board review during this closure. Discussion followed and the staggered shifts option was deemed safest.

A motion was made by Ms. Phipps, seconded by Ms. Chittum to approve "Option B" for the staggered shifts for the staff during the closure due to the Coronavirus outbreak. All in favor. Motion carried.

Trustee Education

Ms. Moonitz shared registration materials for an upcoming October workshop sponsored by the New Jersey State Library Trustee Association.

Old Business

Applications for the 2019 Lucille Tandler Community Service Award were discussed. Due to public health concerns, it was decided to reschedule the event for awarding the recipient to a later date, possibly to coincide with Family Fun Day.

New Business



President Neats reviewed the resolution needed to be passed by the trustees for the Library's application for the New Jersey Library Construction grant to renovate the Young Adult Room. The Borough passed a similar resolution as part of the grant requirements at their March work session. Discussion followed.

A motion was made by Mr. Langschultz, seconded by Ms. Shaffren to approve Resolution 2020-08 authorizing the grant application for the NJ Library Construction Bond Act. All in favor. Motion carried.

President Neats recognized the Library and staff for their presence at community events and expressed gratitude for their hard work.

Discussion regarding possible changes to the Library board's April 16 meeting due to potential impact of coronavirus. Ms. Moonitz will advise the board if the Library should still happen to be closed at that time. Board packets would still be mailed as normal. As part of the Open Public Meeting Act's requirements, the trustees cannot hold a conference call or group email in lieu of the meeting.

It was recommended to Ms. Moonitz to make sure that the public was informed about the cleaning and sanitization practices before reopening.

Adjournment

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. Meeting was adjourned at 9:05 pm.

Respectfully submitted,

Jennifer Murray, Recorder for
Barbara Chittum, Recording Secretary