

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes December 10, 2015

Present:

Barbara Chittum, Recording Secretary

Marcela Deauna, Treasurer

Thomas Neats, President

Charles (Jim) O'Dowd, Trustee Emeritus

Laurie Phipps

Thomas Lodato, Council Liaison

Dr. Nelson Reynoso, Vice President (amended 1/14/16)

Christopher Langschultz, Alternate, Superintendent of Schools (amended 1/14/16)

Allison Moonitz, Director

Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:45

Notification of Public Meeting

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

Minutes

A motion was made by Mrs. Phipps seconded by Mr. Lodato, to accept the November 12, 2015 minutes as circulated by mail. All in favor. Motion carried.

Bills

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the December 2015 amended bill list as circulated. All in favor. Motion carried.

Correspondence

No report.

President's Report

Mr. Neats reported that four members of the Board attended the BCCLS Trustee Education program in Washington Township Library. Mr. Neats has attended several story times.

BCCLS and Friends

Ms. Moonitz attended the BCCLS Library Law workshop on November 19th in the Washington Township Library. Mrs. Moonitz also attended the BCCLS final Policy and Procedure meeting. BCCLS will try to come up with a long term strategic plan for next year. In tandem with the Strategic Plan, BCCLS will try to get more uniformity in fines across all libraries.

Louise Moroses was elected as president of the Friends for next year. The Friends Marketplace is taking place at present in the Friends meeting room. Their goal for this Marketplace fundraiser is to raise more than the previous sale. The Friends have decided to hold quarterly meetings instead of monthly. The next meeting is March 3rd.

Building & Grounds

The exterior parking lot lights were repaired. We have received two quotes to repair the cracks in the stone wall. After checking references, Ms. Moonitz recommends C&C Masonry who quoted \$2,000. C&C Masonry was highly recommended by the directors of the Washington Township and Hackensack libraries. O'Neill Contracting has not given their formal report on the HVAC units, but feel that three units either need to be repaired or major components replaced on their preliminary inspection. F&G Service, who services the Borough's HVAC units, would charge \$950 before they would give a thorough estimate. Ms. Moonitz will check with several local business for recommendations of HVAC companies.

The contract with Direct Energy Co-op was terminated because it was not formally signed by Direct Energy. Ms. Moonitz spoke to Direct Energy to find out how to go about re-enrollment. Ms. Moonitz was contacted by another third party cooperative. The Borough has included the Library in the cooperative with Bergen Energy when they go out

for auction the beginning of 2016. We can stay in the co-op or go out for auctions with a different energy cooperative the beginning of next year. The Board agreed to continue with the Bergen Energy cooperative.

Finance Committee

The financial summary was distributed and discussed.

Personnel

There are three open vacancies. One is a part-time person for Reference department. We have not had success with filling the maintenance position. We interviewed four candidates for the final part-time circulation position. We've decided to promote one of our internal part-time library pages to part-time library assistant. Discussion regarding future promotions or hiring employees followed. The Board agrees to promote a full-time position to a department head position.

Policy

No report.

Strategic Planning

Dr. Reynoso reported on the December 23rd meeting. Plans for the "One Town Many Stories" program continue. They are planning different activities, arts, music, dance from many different cultures for this multicultural event. The date of the program is March 20th. Other future programs were discussed. The next meeting is Monday, December 14th.

Director's Report

Ms. Moonitz spoke with the Library's auditor about updating QuickBooks software to see what effect it would have on the audit. The auditor was in favor of updating the software and making changes to our chart of accounts. She has offered to help set-up QuickBooks and train staff.

Trustee Education

Patron Privacy & Confidentiality hand out from the recent BCCLS Trustee Education workshop was distributed and discussed.

Old Business

The Revised 2016 Budget, with changes as requested at the November 10th Board meeting, was submitted to the Borough on November 30th. Discussion followed. The Board directed Ms. Moonitz to reduce the current revised budget \$6,000 - \$8,000 to meet the demands of the Borough without impacting Library services.

New Business

A summary of technology upgrades/updates was distributed which included:

A comparison of prices for 11 computer hardware replacements was distributed. Upgrading outdated computers will make the Library's computers more consistent. Discussion followed.

A motion was made by Mr. Langschultz, seconded by Mrs. Chittum, to accept the TechSoup proposal at a price of \$505 per terminal for 11 computers including monitors with a three year warrantee to replace staff and public PC's. All in favor. Motion carried.

Purchasing two BCCLS barcode scanners at \$425 per unit to be used at the Check-out Desk was discussed. These scanners have the capability of reading patron's Library card with their Smart Phone.

A motion was made by Mrs. Phipps, seconded by Mrs. Deauna, to purchase two BCCLS barcode scanners at \$425 per unit for a total of \$850 to be used at the at the Check-out Desk. All in favor. Motion carried.

Purchasing miscellaneous equipment as follows: two laptops with Windows 10 ranging in price from \$250 - \$300. These laptops will be used for adult programming or computer classes and 23 19" or 22" LCD monitors for staff and the public ranging in cost of up to \$4,000.

A motion was made by Mr. Langshultz, seconded by Dr. Reynoso, to purchase two laptops ranging in price from \$250 - \$300 each and purchasing 23 19" or 22" LCD monitors for staff and the public costing a maximum of \$4,000. All in favor. Motion carried.

The revised 2016 Capital Budget request was distributed and discussed. The revised Capital Budget will be submitted to the Borough when quotes for the HVAC repairs have been received.

Annual requests for permission to use the Library's meeting room were received from: Davis Court Condominium Association, located in Bergenfield, for their quarterly meetings; Willett Court Condominium Association, also located in Bergenfield, for their quarterly meetings; and the writer's group, For the Love of Words, has requested continuation of their regular meetings on the 2nd and 4th Mondays of each month for 2016.

A motion was made by Dr. Nelson, seconded by Mr. Langschultz, to approve the three requests to use the Library's facilities for meetings in 2016. All in favor. Motion carried.

Public Portion

See above.

Adjournment

A motion was made by Mrs. Deauna, seconded by Mr. Langschultz, to adjourn the meeting. Meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary