

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes**  
**February 11, 2016**

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Charles (Jim) O'Dowd, Trustee Emeritus  
Laurie Phipps  
Jay Shiner  
Mayor Norman Schmelz  
Christopher Langschultz, Alternate, Superintendent of Schools  
Allison Moonitz, Director  
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 7:40

## **Notification of Public Meeting**

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

## **Minutes**

**A motion was made by Mr. Shiner, seconded by Mayor Schmelz, to accept the January 14, 2016 minutes. All in favor with the exception of Mr. Langschultz who abstained. Motion carried.**

## **Bills**

**A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the February 11, 2016 amended bill list. All in favor with the exception of Mr. Langschultz who abstained. Motion carried.**

## **Correspondence**

No report.

## **President's Report**

Mr. Neats met with Ms. Moonitz on several occasions to discuss the new format for the financial report. Mr. Neats and Ms. Moonitz met with the Borough's Budget Committee. The committee did not have any objections to the proposed 2016 budget as submitted. They did ask for several clarifications on capital projects. It was reiterated that the Borough is anticipating a substantial cut of \$100,000 in 2018. Mr. Neats also attended several Story Hours.

## **BCCLS and Friends**

Ms. Moonitz reported the Library is hosting two BCCLS training sessions for Collection HQ.

Mary Ann Mannino from the Friends has resigned as Recording Secretary from the Friends due to illness. A card was sent from the Library and Trustees. The Friends have decided to hold quarterly meetings. The next meeting is March 3<sup>rd</sup>.

## **Building & Grounds**

Ms. Moonitz received notification from O'Neill Contracting that it would cost \$100 to do a life assessment of the existing HVAC units.

Telephone bills through the Board of Education's FIOS network were discussed. When the Borough and Library transferred to the Board of Education's FIOS network, long distance was contracted through AT&T and Verizon was used for local service. After the transition, long distance service with AT&T was cancelled. This is creating a problem because when all the long-distance lines are busy, the Library's calls revert back to AT&T because a certain code (PIC) was not removed from the account. AT&T has said to have Verizon remove this PIC code from the Library's account. The Library has received two bills, which AT&T has waived. Mr. Langschultz will investigate how to correct this problem per AT&T's instructions.

## **Finance**

The financial summary was distributed and discussed. The financial summary is incomplete at this point because personnel information has not been received from the Borough.

## **Personnel**

Once the budget is approved, Ms. Moonitz has job announcements ready to post filling several part-time positions. Hours for these vacancies were made possible by the retirement of full-time staff in 2015.

## **Policy**

The revised Library Card Policy allowing the digital representation of the patron's card on a smart device was distributed.

**A motion was made by Mrs. Chittum, seconded by Mr. Shiner, to change the Library Card Policy on library card usage as distributed allowing the digital representation of the patron's library card on a smart device. All in favor. Motion carried.**

## **Strategic Planning**

Dr. Reynoso reported on the February 8<sup>th</sup> meeting. Plans for the "One Town Many Stories" celebration were discussed. They are looking for various organizations, local restaurants and other avenues to partnership in this event. Volunteers to help the day of the event are needed. The date of the program is March 20<sup>th</sup>. The next meeting is Monday, March 7<sup>th</sup>.

## **Director's Report**

Ms. Moonitz received notification from Civil Service Commission that she must be appointed as the Appointing Authority for the Library. Mr. Neats has signed the letter to the Civil Service Commission acknowledging Board approval authorizing Moonitz to appoint herself as Library Director.

In keeping with the Strategic Planning Committee's goals for 2016, Ms. Moonitz has spoken with several individuals who would hold programs such as Yoga and Zumba at the library for a fee. Ms. Moonitz summarized the discussion with the instructors of both classes. Based on these discussions, Ms. Moonitz recommends starting this endeavor with the yoga class.

The new statistical reporting format has substantially changed. A QuickBooks demonstration outlining the new chart of accounts followed.

## **Oath of Office**

Mayor Schmelz administered the Oath of Office to Laurie Phipps who was reappointed as Trustee of the Bergenfield Public Library.

## **Trustee Education**

Ms. Moonitz registered the Library with the American Library Association for a webinar series. Once access information is received, it will be distributed at the March meeting. Trustee participation will count towards Trustee Education.

## **Old Business**

One application for the Lucille Tandler Community Service Award has been received to date. Applications will be accepted through February 29<sup>th</sup>, 2016. The award will be presented at the One Town Many Stories event on March 20<sup>th</sup>.

## **New Business**

No report.

## **Public Portion**

No report.

## **Adjournment**

**A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to adjourn the meeting. Meeting was adjourned at 8:55 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary