

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
September 8, 2016

Present:

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

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BOROUGH OF BERGENFIELD
LIBRARY BOARD OF TRUSTEES OFFICE

President Neats called the meeting to order at 7:40 p.m.

Notification of Public Meeting

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

Minutes

A motion was made by Mrs. Deauna, seconded by Dr. Reynoso, to accept the June 9, 2016 minutes. All in favor, with the exception of Mayor Schmelz who was not present at the June meeting. Motion carried.

Bills

Mr. Neats reiterated that July and August bills were paid over the summer by previous resolution and asked if there were any questions.

A motion was made by Mrs. Chittum, seconded by Mayor Schmelz, to approve the September 2016 amended bill list. All in favor. Motion carried.

Correspondence

A thank you was received from the family of Mary Joyce Doyle for the funeral arrangement that was sent on behalf of the Library.

The Friends did not draft a letter in response to the July 28, 2016 article in the Twin-Boro news. The article was discussed briefly.

President's Report

Mr. Neats reported that it was a very busy summer in the Library and met with Ms. Moonitz on several occasions.

BCCLS and Friends

BCCLS has had several small group meetings regarding the preliminary plans for the BCCLS 2017 budget and rate card. BCCLS is recommending to change to a single e-book platform. The eBCCLS Taskforce recommends migrating to Baker & Taylor's Axis360 for e-books and e-audio. Each library can also curate their own e-book collection which would be limited to their own residents. A discussion followed regarding print and e-books. Approval to migrate to Baker & Taylor's Axis360 will be presented at the next System Council.

The Friends are running a garage sale of "gently used items" on Sunday, 9/25, from 9:00 – 4:00. There will be tables both outside on the lawn (weather permitting) and inside the building. Donations are being accepted beginning Monday, 9/12.

Building & Grounds

Ms. Moonitz received an invitation to opt into the Bergen County Aggregate Energy Procurement Cooperative Pricing System (BCPS) pool for gas services. This is similar to the cooperative with Direct Energy for electric services. The Borough just approved opting into the BCPS pool with the county.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to opt into the Bergen County Aggregate Energy Procurement Cooperative Pricing System (BCPS) pool along with the Borough for purchasing gas services. All in favor. Motion carried.

Now that the Borough is involved in more joint services with the Borough of Dumont, we will be hosting meetings at the Library for the Borough of Bergenfield when there are scheduling conflicts.

Finance

The financial summary was distributed and discussed.

Personnel

There was a brief informal discussion regarding recent new hires.

Policy

The draft Personnel Manual was discussed and will be e-mailed to the entire Board members for their review and comments. After Board approval, the manual will be forwarded to the Library's attorney and then to the Union representatives for their review and approval.

Strategic Planning

The Strategic Planning Committee has not met yet. Planning for the Library's 2018 Centennial event will begin soon. Discussion about opening up a café to increase areas of revenue will be discussed further under New Business.

Director's Report

The 2015 audit was distributed. The auditor did not have any comments or recommendations.

The Statistical Summary was distributed and discussed.

Ms. Moonitz is requesting a letter of recommendation from the Board to attend the Public Library Association (PLA) conference in Portland, Oregon in March of 2017. This professional development workshop is centered on specific areas including working with municipal departments and officials. The 2017 workshop, "Navigating Change – Building Community", is a week long program designed to empower participants with the knowledge necessary to be innovative and successful leaders of change, including developing the skills needed to work with municipal officials to enhance the position of the library within the community and improve the effectiveness of library activities and programs.

A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, approving that the Board of Trustees write a letter of recommendation for the Library Director to attend the March 2017 Public Library Association (PLA) conference in Oregon. All in favor. Motion carried.

The subject of reimbursement was tabled pending Ms. Moonitz's acceptance into the program.

Trustee Education

New Jersey libraries and trustees will have access to Short Takes for Trustees through a partnership with the NJ State Library beginning June 30, 2016 and continuing to June 30, 2017. Short Takes is a series of 10 short videos (8 – 10 minutes each) discussing the importance and role of a Trustee. The log-in information was distributed. Mr. Neats suggested showing one of the webinars at each meeting.

Old Business

The following 2016 Capital Budget Projects were discussed. Painting the lower level has been completed. We were able to paint other areas of the building within the time period that was allotted for the Library. The painting budget was \$5,000. The project came in under budget with a total of \$2,174 being spent. The heating element on the HVAC unit on the roof was repaired. Wireless installation with the school district is still in progress. There has been some connectivity issues. An air conditioner or venting system may be needed for the computer server room. We have received 2 quotes for the additional security cameras that was approved in the Capital Budget. Ms. Moonitz is in the process of obtaining an additional quote. While repairing the cracks along the gate in the parking lot, the vendor noticed additional issues with masonry work that needs to be repaired on the roof. This repair will be included in the 2017 Capital Budget.

New Business

Sam Matthews from Matthews' Diner toured the building to discuss potential plans for a library café. Mr. Matthews planned to do further research and was invited to the Board meeting to discuss his ideas but was not present. Discussion followed. Ms. Moonitz will research the option of installing vending machines as an alternative. Further discussion will be tabled until the October meeting.

The draft 2016 – 2019 Technology and the 2017 Capital Plans were distributed for review. Discussion followed.

Ms. Moonitz suggested drafting a Professional Service Agreement with the Bergenfield School District for when problems occur with the phone system, networking, wireless or Internet on the non-BCCLS computers. Mr. Langschultz suggested that Ms. Moonitz meet with Chris Tully and Chris Langschultz from the Board of Ed to discuss this issue.

Public Portion

No report.

Adjournment

A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to adjourn the meeting. Meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary