

BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes
October 13, 2016**

Present:

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

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 Mayor Schmelz, seconded by Mrs. Deauna, to accept the September 8, 2016 minutes. All in favor. Motion carried.

Bills

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

Correspondence

No report.

President's Report

Mr. Neats reported that he had corresponded with Ms. Moonitz on several different issues during the past month.

BCCLS and Friends

The BCCLS Friends Breakfast will be held on Oct. 25th at Season's Restaurant. All Trustees are welcome. The Friends raised approximately \$400 at their garage sale. The next Friends meeting is November 3rd at 12:30.

BCCLS is hosting a series of training sessions for Trustees as follows: Director / Trustee breakfast on December 2nd at the Millburn Library; Trustee education on Strategic Planning at the Tenafly Library on the evening of December 6th; and Pat Tumulty, from the New Jersey State Library, will be at a BCCLS Library on November 1st discussing legislative updates, including the Johnson Legislation, which will be discussed in the Director's report. The location still needs to be determined.

Building and Grounds

Ms. Moonitz was alerted by our maintenance person that a few cap stones on the Anderson Avenue side of the building have fallen off. Ms. Moonitz received a quote from C & C Masonry in the amount of \$350 to re-attach the cap stone. This is the vendor who recently repaired the stone work by the gate.

Finance

The financial summary was distributed and discussed.

Strategic Planning

The Strategic Planning Committee has not met recently. The Committee will need to start planning events for 2017 and the Library's Centennial celebration in 2018. Events for 2017 were discussed. Ms. Moonitz anticipates

highlighting a different aspect of the Library throughout the Centennial year in 2018. This is the 5th year of the Library's Strategic Plan. The Committee will need to start working on a new plan next year.

Personnel

A resignation was received from one of our part-time library assistants. We are in the process of interviewing for this vacated position.

The Borough's updated Employee Handbook and the revised Personnel Policies and Procedures have been received.

The Library will start offering one-on-one computer training for Bergenfield patrons in Spanish. This fulfills one of the goals in the Strategic Plan.

Policy

Mrs. Chittum reported that there have been no further comments or changes from the Board on the Library's Personnel Manual that Ms. Moonitz revised. Mrs. Chittum suggests sending it to our attorney for his review and comments at this time. Mr. Neats and the Board agreed to send the policy to the attorney.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to change the order of business and move the Public Portion up on the Agenda. All in favor. Motion carried.

Public Portion

Swamy Malcote and Dimitri Liakhovitski are requesting the use of one of the Library's meeting rooms for a study group. This study group, called "Learning Machine Learning of Bergen County", collects and predicts statistical data on a variety of subjects. Learning Machine Learning is a non-profit community group that currently meets in Manhattan. Mr. Malcote and Mr. Liakhovitski are interested in organizing a group in Bergen County. There are currently 8 core participants in the group and Bergenfield is a central location for the participants. The group is open to the public through meetup.com. Further discussion followed.

A motion was made by Mayor Schmelz, seconded by Mr. Langschultz, to allow Learning Machine Learning of Bergen County to use one of the Library's meeting rooms once a week on Tuesday evenings on a trial basis ending December 31, 2016. All in favor. Motion carried.

Director's Report

The proposed Johnson Bill, allowing each community to vote on milage changes for public libraries in the State of New Jersey, passed the State Assembly on September 29th. The 2017 milage rates were released and our 3rd of a mil has increased approximately \$15,000.

Ms. Moonitz is in the process of drafting the 2017 budget for distribution at the November meeting for Board review. Ms. Moonitz stated that her 1 year anniversary coincides with November meeting and has requested an evaluation for budgetary purposes.

A brief survey polling the community about the Library's programs and events was conducted for 1 month. Fifty six responses were received. The majority of the responses indicated that patrons do not attend our programs because of either the timing of the event and/or the subject matter. Ms. Moonitz intends to increase the 2017 budget allocating more money for programming to expand the content and include programs at a time that is more convenient for the community.

The Library had finished an extensive weeding of outdated/worn materials and are in the process of shifting the collection to the first floor, making them more accessible to the patrons. The Friends had informally mentioned that the Library does not have a social space other than the 4 chairs located by the front window for patrons to gather. Shifting the collection to the first floor allows for reconfiguring sections of shelving on the second floor to create an additional social space, space for programing and/or a small marketing area for Library merchandise. The Friends have shown an interest in subsidizing the cost to purchase comfortable seating. Reconfiguring and relocating shelving will be done in-house by our maintenance person. We will need an electrician to reconfigure 3 outlets and a contractor to close off gaps in the railing once the shelving is moved.

Trustee Education

A webinar on evaluating the library director from the New Jersey State Library was shown which counts towards the State mandated continuing education requirement.

Old Business

A summary of security quotes for additional exterior cameras and panic buttons to be installed by the service desks was distributed for review. There is a balance of approximately \$10,000 left in the 2016 Capital Budget, making it possible to install both the security cameras and panic buttons at this time. This would complete the 2016 Capital Budget for the year. Ms. Moonitz recommends using T&R Alarm Systems for the security cameras and A.A.S. Technologies for the panic buttons. Discussion followed.

A motion was made by Dr. Reynoso, seconded by Mrs. Deauna, to approve the purchase of security cameras from T&R Alarm Systems in the amount of \$4,987.20. All in favor. Motion carried.

A motion was made by Mrs. Chittum, seconded by Mr. Langschultz, to approve the installation of panic buttons from A.A.S. Technologies in the amount of \$1,577.50. All in favor. Motion carried.

Nominations for the Lucille Tendler Community Service Award for 2016 were discussed. Ms. Moonitz will follow the same procedure as last year. The deadline to submit nominations will be December 5th. The Board will approve the recipient at the December 8th Board meeting. The award will be presented at a Library event in the beginning of the year.

New Business

The 2017 Library Closings and Holidays schedule was distributed.

A motion was made by Mayor Schmelz, seconded by Mrs. Chittum, to approve the 2017 Library Closings and Holidays schedule.

Resolution # 2016-07 to formally opt into the Bergen County Energy Procurement Cooperative (BCPS) for natural gas service was distributed. The Board approved joining the BCPS at the September Board meeting.

A motion was made by Mayor Schmelz, seconded by Mrs. Deauna, to approve Resolution # 2016-07 formally opting into the Bergen County Energy Procurement Cooperative (BCPS) for natural gas. All in favor. Motion carried.

The Professional Services Agreement with the Bergenfield School District was discussed. The network is stable at the moment but there are a few small issues that still need to be addressed. Mr. Langschultz prepared a report for Mr. Tully, the Superintendent of Schools, explaining the scope of work that still needs to be completed. This will be discussed further at the December meeting.

Adjournment

A motion was made by Mr. Langschultz, seconded by Mayor Schmelz, to adjourn the meeting. Meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Barbara Chittum

Evelyn Rizzo, Recorder for
Barbara Chittum, Recording Secretary