

# BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

## Minutes March 10, 2016

Present:

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Charles (Jim) O'Dowd, Trustee Emeritus  
Jay Shiner  
Christopher Tully, Council Liaison  
Allison Moonitz, Director  
Evelyn Rizzo, Administrative Secretary

President Neats called the meeting to order at 8:20 p.m.

### 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 Mr. Tully, to accept the February 11, 2016 minutes. All in favor. Motion carried.**

### Bills

**A motion was made by Mrs. Chittum, seconded by Dr. Reynoso, to approve the March 10, 2016 amended bill list. All in favor. Motion carried.**

### Correspondence

Mr. Neats received a copy of Jersey Connect from the New Jersey State Library regarding wireless networking. Ms. Moonitz will discuss the wireless networking issue under her report.

### President's Report

Mr. Neats attended the Library's Dr. Seuss event and several Story Times. Mr. Neats also met with Ms. Moonitz to discuss various items.

### BCCLS and Friends

Ms. Moonitz reported that there was an unexpected death with one of the staff members at the BCCLS office. Another full-time person retired the end of last year and someone else is leaving BCCLS for another position. This will be an interesting time for BCCLS.

The next Friends Dining-to-Donate will be held at Tommy Fox's on April 20<sup>th</sup> and 21<sup>st</sup>.

### Building & Grounds

The renewal for 2016 lawn maintenance and 2016 – 2017 snow removal was received from Country Green Landscaping. The period for lawn maintenance runs from the end of March 2016 to December 15<sup>th</sup>, 2016. Both quotes are the same as in previous years.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to approve Country Green Landscaping's proposal for 2016 lawn maintenance in the amount of \$2,685. All in favor. Motion carried.**

**A motion was made by Ms. Chittum, seconded by Mr. Shiner, to approve the 2016 – 2017 snow removal proposal at the same rates as last year. All in favor. Motion carried.**

The renewal for 2016 – 2017 HVAC Maintenance Agreement was received from O'Neill Contracting for the period covering April 1, 2016 to March 31, 2017 in the amount of \$4,091. The final estimate for HVAC repairs was also received. Mr. O'Neill thinks the immediate repairs are minimal.

**A motion was made by Mr. Shiner, seconded by Mrs. Chittum, to approve the 2016 – 2017 HVAC Maintenance Agreement with O'Neill Contracting in the amount of \$4,091. All in favor. Motion carried.**

Ms. Moonitz reported on the discussion regarding the disposal of outdated computers and micro-fiche film at a recent Borough Department Head meeting. The DPW, also at the meeting, requested to house a 54" metal sign printer at the Library. Mr. Tully will discuss the housing of the sign printer with Mr. Gallo.

### Finance

The new format of the financial summary was distributed and discussed.

### Personnel

No report.

### Policy

No report.

### Strategic Planning

Dr. Reynoso reported that the final meeting for the March 20<sup>th</sup> One Town - Many Stories celebration will be held on Monday, March 14<sup>th</sup>, at 7:00 p.m. Set-up for the event will be Saturday, March 19<sup>th</sup> at 2:00 p.m. when the Library closes. This should be a very exciting event.

### Director's Report

Ms. Moonitz received a request from the Toastmasters International organization to use one of the meeting rooms on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays from 7:00 – 8:30 p.m. They have offered to pay for the use of the room. Discussion followed. After checking the Meeting Room Policy, it was decided to charge them \$100 per month (\$50 each session). More information from the Toastmasters is needed.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to empower Ms. Moonitz to initiate an agreement with the Toastmasters International organization to meet 2 nights per month at a rate of \$50.00 per night on a trial basis. All in favor. Motion carried.**

The Yoga workshop is scheduled to begin Monday, March 21<sup>st</sup> at 7:00 pm. Release forms will be required from participants. The instructor has her own insurance and the workshop is also covered under the Borough's JIF insurance.

The instructor for the Zumba classes came to look at the space. She felt it would not be suitable for Zumba. The floor is too hard and may cause injuries to the knees. She did, however, offer to hold a 6 week Latin dance series of classes. The Latin dance series would be handled the same as the Yoga workshop.

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to empower Ms. Moonitz to arrange implementing the Latin dance classes at a charge of \$50 for a 6 week series on a trial basis. All in favor. Motion carried.**

The Library is experiencing severe problems with the wireless network and connecting to the internet. Ms. Moonitz is in the process of obtaining quotes from outside vendors regarding networking. The Capital Budget request that was submitted to the Borough for networking was based on our current vendor. An estimate received from another vendor is higher than what was previously submitted to the Borough. We should have more information at the next meeting.

### Trustee Education

According to movie licensing laws, the title of a movie being shown at the Library cannot be announced on formal press releases that are sent to the newspaper. Titles can be listed on in-house promotional literature.

### Old Business

Four applications were received nominating individuals from the community as the first recipient of the Lucille Tandler Community Service Award. Two applications nominated the same person.

**A motion was made by Mr. Shiner, seconded by Dr. Reynoso, nominating Joseph Verga as the first recipient of the Lucille Tandler Community Service Award for the year 2015. All in favor. Motion carried.**

The name will be announced at the March 20<sup>th</sup> One Town – Many Stories multi-cultural event and formally awarded at a later date.

### New Business

No report.

**Public Portion**

No report.

At the conclusion of the meeting, Mr. Neats announced that the Bergenfield Museum Society is displaying memorabilia of 125 years of public education in Bergenfield.

**Adjournment**

**A motion was made by Dr. Reynoso, seconded by Mrs. Chittum, to adjourn the meeting. Meeting was adjourned at 9:30 p.m.**

Respectfully submitted,

*Barbara Chittum*

Evelyn Rizzo, Recorder for  
Barbara Chittum, Recording Secretary