

## BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
January 9, 2020

### **Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Thomas Lodato, Council Liaison  
Laurie Phipps  
Mayor Arvin Amatorio  
Christopher Langschultz, Alternate for Superintendent of Schools  
Allison Moonitz, Director  
Darlene Swistock, Interim Recorder of Minutes

President Neats called the meeting to order at 7:36 pm.

### **Notification of Public Meeting**

President Neats read the report on public notification of this meeting. He welcomed Arvin Amatorio, the new mayor of Bergenfield. He advised that Marcela Deauna 's term expired and she was reappointed to the board. He also advised that Jay Shiner's term expired and Sarah Shaffren was appointed to the board; she was not present at the meeting so she could not be sworn in.

### **Minutes**

**A motion was made by Dr. Reynoso, seconded by Ms. Phipps, to accept the December 12, 2019 minutes. All in favor with the exception of Mayor Amatorio who abstained because he was not present at that meeting. Motion carried.**

### **Bills**

**A motion was made by Ms. Chittum, seconded by Mr. Langschultz, to approve the January amended bill list. All in favor. Motion carried.**

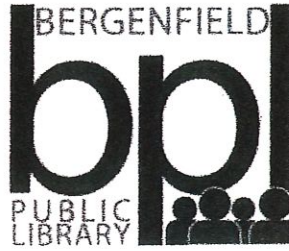
### **Public Portion**

Ms. Moonitz introduced Jennifer Murray, the new Administrative Assistant for the Library, who will start on January 13. She replaces Emily Pagani who recently resigned.

### **Correspondence**

Recurring 2020 Room Rental Requests were received from Toastmasters (bi-monthly meetings on Thursdays at 7:00 pm, Alzheimer's Association Greater NJ (monthly meeting), Yoga with Rita (weekly meetings on Tuesdays at 6:30 pm), Bergenfield SEPAG (Special Education Parent Advisory Group) (meetings on Tuesdays at 7:00 pm in January, March and May) and Zindagi Organization (Mighty Minds children's program) (bi-monthly meetings on Thursdays) and Brilliant Minds (Saturdays at 10:00 am):

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the continued use of the Library's meeting room space by Toastmasters bi-monthly on Thursdays. All in favor. Motion carried.**



**A motion was made by Mayor Amatorio, seconded by Ms. Phipps, to allow the Alzheimer's Association Greater NJ to meet monthly for 1 hour. All in favor. Motion carried.**

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to approve the continued use of the Library's meeting room space by Yoga with Rita for weekly meetings on Tuesdays at 6:30 pm. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Dr. Reynoso, to allow the Bergenfield SEPAG (Special Education Parent Advisory Group) to use the Library's meeting room space for their meetings on Tuesdays at 7:00 pm in January, March and May. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to approve the continued use of the Library's meeting room space by Zindagi Organization (Mighty Minds children's program) for their bi-monthly meetings on Thursdays through the end of June. All in favor. Motion carried. Renewal of the agreement should be discussed with the new Children's Librarian.**

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the continued use of the Library's meeting room space by Brilliant Minds on Saturdays at 10:00 am through the end of June. All in favor. Motion carried. Renewal of the agreement should be discussed with the new Children's Librarian.**

Ms. Moonitz answered questions from the Board in regards to the Library's meeting room policy.

### **President's Report**

President Neats reported that he attended the staff workshop and luncheon on December 10 and thanked the staff for their work on the Library's 100<sup>th</sup> anniversary and the Borough's 125<sup>th</sup> anniversary, and for giving out books at Holiday in the Park.

### **Committee Reports**

#### **BCCLS and Friends**

Nothing to report.

#### **Building & Grounds**

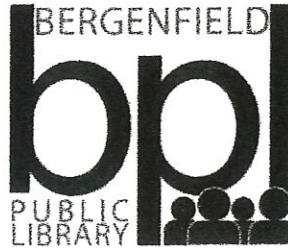
Ms. Moonitz advised that the Library needs to renew its contract for landscaping and leaves. Snow removal is a separate contract.

**A motion was made by Ms. Chittum, seconded by Mr. Langschultz, to contract with County Green Landscaping at a cost of \$2,685.00 for scheduled service from March-December. All in favor. Motion carried.**

Ms. Moonitz advised that the Library needs to renew its participation in Bergen County Cooperative Pricing System for gas and electricity when it goes to bid in 2020. The Borough also participates and it provides cost savings for the Library.

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to continue to participate in Bergen County Cooperative Pricing System for electricity when it goes to bid in 2020. All in favor. Motion carried.**

Ms. Moonitz also advised that the library needs to renew its contract for cleaning services on Sunday-Thursday. Bids were solicited.



A motion was made by Dr. Reynoso, seconded by Mr. Phipps, to approve its contract with National Maintenance Service for 1 year (February-January) at a cost of \$18,600; this includes one free carpet cleaning per year. All in favor with abstention from Mrs. Chittum. Motion carried.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

No report.

### **Policy**

No report.

### **Director's Report**

The Director's Report was previously distributed to the board.

- Ms. Moonitz distributed the 2019 Annual Report to the Board and dropped off copies at the Borough Hall. It is also posted online.
- She asked the board if they would like to have a 1-page summary (Balance Sheet) of all of the account balances which would replace the manually created spreadsheet that details the activity (primarily the monthly interest) of the 2 CDs. The board liked that idea and would like to see the account detail if there is activity other than interest. Donations will be highlighted on the 1-page summary sheet.
- Dr. Reynoso asked why the Borough's "Parade of Nations" multicultural event scheduled for Sunday, January 12 was cancelled. President Neats advised that it was cancelled by the 125<sup>th</sup> Anniversary Committee due to a lack of interest from potential participants in the Parade of Nations. Dr. Reynoso thought it was a lost opportunity to recognize the town's diversity and suggested that the Library offer a small event to make up for the loss.
- Ms. Moonitz advised that all of the libraries received a letter from the State of New Jersey, Department of Human Services, offering all New Jersey libraries 2 cans of Naloxone (Narcan). The Board is in favor and Ms. Moonitz will look into staff training.

### **Trustee Education**

Discussion followed concerning the Board's thoughts on Trustee training hosted by BCCLS.

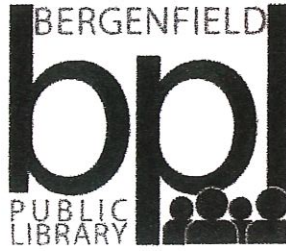
### **Old Business**

Mayor Amatorio asked about the status of the New Jersey Construction Bond Act and its impact on the library. Ms. Moonitz advised that the application was just released and the deadline is end of March/beginning of April so the library needs to act quickly. The Library is looking to renovate its teen space to accommodate 60 individuals; the room currently seats 18. The plan is to have modular seating and flexibility so other groups can meet and use the room as well. It will be good for patrons and the community. This is a great opportunity because it is a 1:1 match of funds. The project estimate is \$300,000; the library has \$38,000 and is asking the borough for \$112,000. If approved, there would be a matching grant of \$150,000. The board will show Mayor Amatorio the YA space after the meeting has been adjourned.

### **New Business**

In accordance with New Jersey Public Contracts Law, the following resolutions were presented:

- Reorganization and Election of Officers
- Resolution 2020-01 – Award of Contracts to Purchase Periodicals
- Resolution 2020-02 – Award of Contracts to Purchase Books and Publications
- Resolution 2020-03 – Award of Contracts to Purchase Audiovisual Items
- Resolution 2020-04 – Resolution for Library Depository



- Resolution 2020-05 – Authorization of Purchasing Agent to Award Contracts
- Resolution 2020-06 – Authorization to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum
- Resolution 2020-07 – Resolution to enter into Cooperative Pricing Agreement

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to approve Resolution #2020-01, Resolution #2020-02, and Resolution #2020-03. All in favor. Motion carried.**

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso, to approve Resolution #2020-04 authorizing Oritani Bank as the designated depository for the Library. All in favor. Motion carried.**

**A motion was made by Ms. Chittum, seconded by Mr. Langschultz, to approve Resolution #2020-05, authorizing the Library Director to act as the Library's purchasing agent for those contracts that do not exceed the total or aggregate sum of \$26,000. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Ms. Phipps, to approve Resolution #2020-06, authorizing the payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Ms. Chittum, to approve Resolution #2020-07, authorizing the Bergenfield Public Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services, along with the County of Bergen and State of New Jersey. All in favor. Motion carried.**

Each year the Library must certify that it is in compliance with BCCLS requirements for membership in the consortium, which include State Aid requirements. Ms. Moonitz verified that the Bergenfield Library is in compliance.

**A motion was made by Ms. Phipps, seconded by Dr. Reynoso, recommending President Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.**

Reorganization Election of 2020 Officers:

**A motion was made by Mr. Langschultz, seconded by Ms. Chittum, nominating Mr. Thomas Neats to continue as President for 2020. All in favor. Motion carried.**

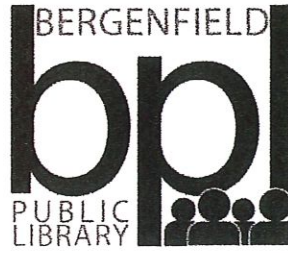
**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, nominating Dr. Nelson Reynoso to continue as Vice President for 2020. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Ms. Phipps, nominating Ms. Barbara Chittum to continue as Recording Secretary for 2020. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Dr. Reynoso, nominating Ms. Marcela Deauna to continue as Treasurer for 2020. All in favor. Motion carried.**

All in favor of the slate of officers: Neats, Reynoso, Chittum and Deauna.

Committee appointments for 2020 will be finalized at the February 13, 2020 Board meeting.



**Adjournment**

**A motion was made by Ms. Phipps, seconded by Dr. Reynoso, to adjourn the meeting. Meeting was adjourned at 9:37 pm.**

Respectfully submitted,

*Barbara B. Chittum*

Darlene Swistock, Recorder for  
Barbara Chittum, Recording Secretary

dms: 1/11/20