



**BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING**  
Conducted virtually via Zoom

**Minutes**  
**September 10, 2020**

**Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Laurie Phipps  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
Allison Moonitz, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:32 pm.

**Notification of Public Meeting**

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

**Minutes**

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso to accept the July 11, 2020 emergency meeting minutes. All in favor with the exception of Ms. Shaffren who abstained because she was not present at that meeting. Motion carried.**

**Bills**

**A motion was made by Ms. Chittum, seconded by Langschultz to approve the August 2020 and September 10, 2020 bill lists. All in favor. Motion carried.**

**Public Portion**

President Neats introduced Adult Services Associate Kristie Murru to the Board and spoke about upcoming virtual programming.

**Correspondence**

President Neats shared a thank you card from former employee, John O'Brien.

Ms. Shaffren shared that she gave an interview to a reporter from The Jewish Week for an upcoming article regarding the new virtual tutoring program the Library has purchased. Ms. Phipps shared that she also spoke with this reporter and promoted the Library activities.

**President's Report**

President Neats reported that he has stopped by the Library a few times and been in contact Ms. Moonitz often regarding Library business including COVID related matters.



President Neats shared that Valley Bank, formerly Oritani, closed their Bergenfield branch. Discussion followed. The Board felt that it is important to bank locally and directed Ms. Moonitz to research Bergenfield banks that could meet the Library's needs.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Moonitz shared what the Friends will be funding for 2020, including the Story Walk that will be placed around the building as well the Dial-A-Story programing which will launch in late fall. If the Story Walk is a success, future plans would include placing the stories around town.

Ms. Moonitz reported she was still waiting to hear from BCCLS regarding the MeeScan equipment which she hopes to have up and running soon.

#### **Building & Grounds**

Ms. Moonitz reported that PSE&G will be onsite Tuesday, September 15, 2020 to do an energy audit of the building.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

President Neats reported that the Personnel committee met virtually over the summer. Ms. Moonitz informed the board that Jimmy Reilly has been hired to fill the part time maintenance vacancy. Mr. Reilly has worked for the library in the past, doing electrical work. Ms. Moonitz also reported that Rene Garzón from CWA informed her that negotiations would most likely begin in November.

#### **Policy**

No report.

#### **Director's Report**

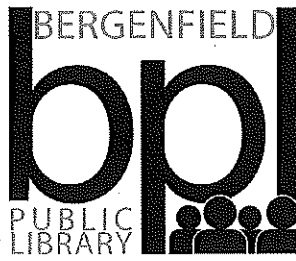
Ms. Moonitz requested the Board's feedback regarding Election day and allowing the staff time off to vote. Discussion followed. Per the Board's request, Ms. Moonitz will survey the staff as to their voting plans and report back.

Ms. Moonitz discussed the three vendor quotes included in the board packet for standardizing the staff and public printers in the building. The service contract includes toner, labor and parts. Discussion followed.

**A motion was made by Ms. Phipps, seconded by Ms. Deauna to approve ProCopy's proposal for a 60-month contract in the amount of \$165.00 per month plus monthly printing expenses. All approved. Motion carried.**

#### **Trustee Education**

President Neats registered for the upcoming NJSL virtual Trustee Institute and reminded the Board members they can share his registration if they also wish to attend. Ms. Moonitz informed the Board that BCCLS is offering a series of Trustee Education workshops for new and seasoned Trustees in October and she will forward them the information.



**Old Business**

No report.

**New Business**

No report.

**Closed Session**

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps to move to closed session at 8:32 pm.**

**A motion was made by Ms. Chittum, seconded by Ms. Deauna to return to open session at 9:05 pm.**

**A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to approve the personnel proposals made by the Library Director recommending salary adjustments for Kristie Murru to \$40,040.00 and Lois Alexander to \$44,500.00 effective September 14, 2020. All in favor. Motion carried.**

**Adjournment**

President Neats inquired about the October 8, 2020 Library Board of Trustees meeting and the consensus was to continue with the virtual meetings for the time being.

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to adjourn the meeting. Meeting was adjourned at 9:12 pm.**

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary