



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

**Minutes**  
**October 8, 2020**

**Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Marcela Deauna, Treasurer  
Laurie Phipps  
Allison Moonitz, Director  
Jennifer Murray, Administrative Assistant

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

**Notification of Public Meeting**

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

**Minutes**

**A motion was made by Ms. Deauna, seconded by Ms. Phipps to accept the September 10, 2020 meeting minutes. All in favor with the exception of Ms. Cruz-Betesh who abstained because she was not present at that meeting. Motion carried.**

**Bills**

**A motion was made by Ms. Chittum, seconded by Dr. Reynoso to approve the October 8, 2020 bill list. All in favor. Motion carried.**

**Public Portion**

No public comments.

**Correspondence**

President Neats shared that the Lions Club made a \$500 donation to the Library for the purchase of large print or audio books. He commented that many community groups in town are struggling this year due to COVID.

**President's Report**

President Neats reported on the various day to day operations of the building including the Story Walk, MeeScan self-service checkout kiosk and staff flu shots.

**Committee Reports**

**BCCLS and Friends**

Friends are on still on hiatus due to COVID.



Ms. Moonitz reported BCCLS will be voting on their 2021 budget on October 15<sup>th</sup>.

### **Building & Grounds**

Ms. Moonitz reported that she has partial information from PSE&G regarding converting the lighting in the building to LED but will hold off sharing until we know the results of the state grant for the YA room renovations.

### **Finance Committee**

The financial summary was distributed and discussed. Dr. Reynoso asked about the status of changing banks. The bank comparison spreadsheet Ms. Moonitz compiled was reviewed and discussed. The Board has requested that Ms. Moonitz gather some more information and they may take action regarding moving the bank accounts at the November meeting.

### **Personnel**

Ms. Moonitz reported that she submitted preliminary information to CWA for upcoming contract negotiations.

### **Policy**

No report.

### **Director's Report**

Ms. Moonitz followed up with the Board regarding the staff voting plans survey and she determined it will not affect any special opening or closing on Election day.

Ms. Moonitz shared that the town will not be hosting Trunk or Treat this year due to COVID. Instead, the community gathered addresses of homes willing to participate in trick or treating and Ms. Moonitz included the library on that list. The Library will be closed but will have a cart of complimentary books and craft kits outside for kids to pick up.

Ms. Moonitz requested feedback from the Board regarding the Library budget for 2021. The Board directed Ms. Moonitz to present an increased budget for 2021 especially given the extra expenses due to COVID. The Board also suggested Ms. Moonitz contact local officials again in hopes of securing help with FEMA reimbursements for COVID expenses.

President Neats asked for an update on the Brainfuse usage. We are off to a good start but Ms. Moonitz will continue to promote this service to the school district and will provide usage numbers with next month's statistics.

Dr. Reynoso asked about the available ESL position. Ms. Moonitz plans to start recruiting for the position once more details about the 2021 budget are finalized.

### **Trustee Education**

President Neats registered for the October 17th NJSL virtual Trustee Institute and reminded the Board members that they can share his registration credentials if they also wish to attend.

### **Old Business**

No report.

### **New Business**

- Approval of 2021 Library Closings and Holidays



**A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, accept the 2021 Library Closings and Holidays. All in favor. Motion carried.**

- Approval of 2021 Board of Trustee Meetings  
**A motion was made by Ms. Cruz-Betesh, seconded by Dr. Reynoso, accept the 2021 Board of Trustees Meetings. All in favor. Motion carried.**

- Resolution #2020-10 to join the NCPA pricing cooperative. This cooperative would be an additional membership and is different from our current membership with ESCNJ cooperative. Joining the NCPA broadens the scope to include cleaning products, software, etc.

**A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh to approve Resolution #2020-10, with a date correction on the resolution, to join the NCPA Cooperative. All in favor. Motion carried.**

The Board congratulated and offered their warmest wishes to Ms. Moonitz on her upcoming wedding.

### **Adjournment**

President Neats inquired about the November 12, 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 Ms. Chittum, seconded by Dr. Reynoso, to adjourn the meeting. Meeting was adjourned at 8:47 pm.**

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary