



## **BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING**

**Minutes  
February 13, 2020**

### **Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Laurie Phipps  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
Thomas Lodato, Council Liaison  
Allison Moonitz, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:41 pm.

### **Notification of Public Meeting**

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

### **Oath of Office**

President Neats administered the Oath of Office to Ms. Shaffren who was appointed as Trustee of the Bergenfield Public Library.

### **Minutes**

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps to accept the January 9, 2020 minutes. President Neats added a friendly amendment to the motion to include the Board's acknowledgement and appreciation of Louise Moroses retirement at the staff holiday luncheon. All in favor with the exception of Ms. Shaffren and Ms. Cruz-Betesh who abstained because they were not present at that meeting. Motion carried.**

### **Bills**

**A motion was made by Ms. Cruz-Betesh, seconded by Mrs. Chittum, to approve the February 13, 2020 amended bill list. All in favor. Motion carried.**

### **Public Portion**

No public present.

### **Correspondence**

A recurring 2020 room rental request was received from Zindagi Organization (Mighty Minds children's program) for every Wednesday afternoon and every Thursday from 5:30 to 6:30 pm. This is an amendment to their previously approved recurring room rental request for bi-monthly on Thursdays. Discussion followed concerning potential scheduling conflicts with existing Library programs and other community organization requests.



**A motion was made by Ms. Phipps, seconded by Mr. Langschultz to decline Zindagi Organization's amended request for consecutive Wednesday afternoons and additional Thursdays. All in favor. Motion carried.**

### **President's Report**

President Neats reported that he met with the Ms. Moonitz and new Trustee Ms. Shaffren as an introductory orientation. He attended children's story hour and met the new Children's Librarian as well.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Moonitz will serve as co-chair to BCCLS Library Administration and Management committee for 2020. One of the charges for this committee will be coordinating a fine free workshop for library trustees. More information will be shared once confirmed.

Ms. Moonitz reported on the Friends fundraising plans for 2020. For the second year in a row, the Friends will be coordinating the town wide garage sale, tentatively scheduled for 10/3 and 10/4. The Friends are also planning a fee based craft workshop for adults on 5/8. They are requesting the use of the facility to conduct this after hours program and would like to offer participants the ability to supply their own alcohol. Discussion followed. Ms. Moonitz will relay the Board's feedback to the Friends.

**A motion was made by Ms. Phipps, seconded by Mrs. Chittum to allow the Friends the use of the building for an after-hours fundraiser and allow participants to bring in alcohol. All in favor. Motion carried.**

#### **Building & Grounds**

Ms. Moonitz reported on the progress of the Library's application for New Jersey State Construction Bond grant funds to renovate the Young Adult room. The Library is working with the Borough's grant writing agency.

#### **Finance Committee**

The financial summary was distributed and discussed. Ms. Moonitz shared a one-page draft of a revised financial summary. Discussion followed and Ms. Moonitz will use the new format for future reporting.

#### **Personnel**

No report.

#### **Policy**

The proposed new policy on Associations was distributed and discussed. The Associations feature links specific card holder accounts together, and would allow a card to pick up holds for associated cards and charge them out on their card instead. Additionally, associated cards will all be blocked if one card is blocked. This feature is only applicable for Bergenfield Library cardholders. As a requirement for this new service, any cardholders interested in associating their accounts together must sign a registration form together at the Library. If approved, the targeted launch date is March 1<sup>st</sup>.

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps to approve enabling Associations. All in favor. Motion carried.**

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

Ms. Moonitz reported on the following:

- Copies of the 2019 NJ State Library State Aid report were distributed to all trustees.
- A draft copy of the Library Board of Trustees committee roster was distributed. Discussion followed and changes were noted.



- President Neats asked for clarification on the Director's report regarding a part time vacancy and technology recap.

### **Trustee Education**

No report.

### **Old Business**

No report.

### **New Business**

Applications for the 2019 Lucille Tendler Community Service Award were distributed and discussed at length. Voting will take place at the March 12, 2020 meeting.

Ms. Cruz-Betesh thanked the Library for its recent participation in the school district's MLK Day of Service program on January 20, 2020.

President Neats inquired about the new Museum Pass program. Usage rates are now included in the monthly statistics sheet.

### **Adjournment**

**A motion was made by Ms. Phipps, seconded by Ms. Shaffren, to adjourn the meeting. Meeting was adjourned at 9:02 pm.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara B. Chittum".

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary