



BERGENFIELD LIBRARY BOARD OF TRUSTEES EMERGENCY MEETING
Conducted virtually via Zoom

Minutes
July 9, 2020

Present

Thomas Neats, President
Dr. Nelson Reynoso, Vice President
Barbara Chittum, Recording Secretary
Fanny Cruz-Betesh
Marcela Deauna, Treasurer
Laurie Phipps
Christopher Langschultz, Alternate for Superintendent of Schools
Mayor Arvin Amatorio (joined at 7:45)
Allison Moonitz, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:33 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 Ms. Phipps to accept the June 11, 2020 minutes. All in favor. Motion carried.

Bills

A motion was made by Mr. Langschultz, seconded by Ms. Chittum, to approve the July 8, 2020 bill list. All in favor. Motion carried.

Public Portion

No Public portion at this time

Correspondence

No correspondence at this time.

President's Report

President Neats reported that he had been in contact with Ms. Moonitz regarding the reopening plan for the Library. President Neats also shared that he visited the library and witnessed the book drop protocols, the flood repairs and all changes made in preparation for reopening. He also reported that his grandchildren enjoyed the Library's take home crafts as well.



Committee Reports

BCCLS and Friends

Ms. Moonitz advised that the Friends are still on hiatus due to the shutdown.

Ms. Moonitz shared that BCCLS voted to purchase the MeeScan software for self-checkout and delivery of kiosks is expected in early to mid-August.

Building & Grounds

The annual HVAC maintenance contract for service from October 1, 2020 through September 30, 2021 was received from O'Neill Contracting, Inc. The cost increased \$100 from the previous contract.

A motion was made by Ms. Phipps, seconded by Ms. Deauna to approve the 12 month HVAC maintenance contract with O'Neil Contracting, Inc. in the amount of \$4,493.00. All in favor. Motion carried.

President Neats shared with the Board how nice the new paint in the Children's Room looked. Ms. Moonitz informed the Board that our cleaning company, NMS, would be sending a person to be onsite during the hours we are open to the public to do a continuous cleaning and sanitizing sweep of the building for an additional charge.

Finance Committee

The financial summary was distributed and discussed. Dr. Reynoso asked if we knew if we would be receiving any COVID related state funds. Ms. Moonitz advised that our application to open an account was received but FEMA is backlogged and it may be a while before we hear anything.

Personnel

As per the Director's Report, Ms. Moonitz mentioned they have rehired Salvatore Caporale as seasonal help to assist our maintenance man, John O'Brien, with larger scale projects.

Policy

A COVID-19 policy and proposed revisions to the Library Code of Conduct and Unattended Minors and Dependents Policy were circulated by mail.

The revision to the Library Code of Conduct, per attorney recommendation, includes compliance with current Executive Orders regarding facial coverings. Discussion followed.

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps to approve the amended Bergenfield Public Library Code of Conduct. All in favor. Motion carried.

The Unattended Minors and Dependents policy was revised to include compliance with current Executive Orders regarding facial coverings, caregivers being in the vicinity during story time and time limits for minors in 6th through 8th grade. Discussion followed.

A motion was made by Ms. Phipps, seconded by Ms. Chittum to approve the amended Unattended Minors and Dependents policy. All in favor. Motion carried.

A COVID-19 policy was introduced to implement guidelines from the Bergenfield Health Department and CDC to keep the library safe for our patrons. Discussion followed.



A motion was made by Dr. Reynoso, seconded by Ms. Chittum to approve the COVID-19 policy with minor amendment discussed. All in favor. Motion carried.

Director's Report

The Director's report was circulated by mail earlier this week.

Ms. Moonitz updated the Board on the status of building modifications in process for reopening, including implementation of new door counter technology. Ms. Moonitz also shared welcome back details for reopening day.

Trustee Education

No report.

Old Business

No report.

New Business

Ms. Phipps suggested closing part of Anderson Avenue for students when school reopens if the Library is still at reduced capacity. Discussion followed and it was decided to explore the suggestion when the Board of Education announces plans for next school year.

Dr. Reynoso recommended the Library put together a flyer for patrons listing COVID-19 community and mental health resources.

Mayor Amatorio asked for the Library's support in promoting the Census.

Library employee Elizabeth McSorley discussed concerns regarding the implementation of the Employee Playbook. President Neats confirmed witnessing employee compliance when visiting the Library and instructed Ms. Moonitz to reiterate to the staff on proper mask usage.

The need for an August emergency meeting was discussed and left open to determination at a later date if deemed necessary. For now, meetings will continue via Zoom.

Mayor Amatorio recognized and thanked the Library's Administrative Assistant, Jennifer Murray, for her donation to BVAC through her Front Porch photography project.

Adjournment

A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to adjourn the meeting. Meeting was adjourned at 8:36 pm.

Respectfully submitted,

Barbara Chittum

Jennifer Murray, Recorder for
Barbara Chittum, Recording Secretary