



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

**Minutes**  
**December 17, 2020**

**Present**

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Marcela Deauna, Treasurer  
Laurie Phipps  
Sarah Shaffren  
Mayor Arvin Amatorio  
Christopher Langschultz, Alternate for Superintendent of Schools  
Allison Ballo, 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 Ms. Cruz-Betesh, seconded by Mr. Langschultz to accept the November 12, 2020 meeting minutes. All in favor with the exception of Mayor Amatorio who abstained because he was not present at that meeting. Motion carried.**

**Bills**

Ms. Ballo answered questions from the board related to COVID associated cleaning costs.

**A motion was made by Ms. Chittum, seconded by Ms. Cruz-Betesh to approve the December 17, 2020 bill list. All in favor. Motion carried.**

**Public Portion**

No public comments.

Mr. Dan Rugel and Mr. Christopher Fornicola from Lime Energy gave a presentation on the PSE&G Direct Install program. The goal of the program is to target inefficient HVAC units and lighting and offer a one to one replacement. Discussion followed. Mayor Amatorio discussed involving the Borough's grant writers to potentially cover our portion.

**Correspondence**

No correspondence at this time.



### **President's Report**

President Neats conveyed to the staff the Board's appreciation for all they've done during an especially difficult year. President Neats spoke of different ways to promote library services.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Ballo shared information about the Friends Holiday lights map fundraiser which raised approximately \$190. President Neats reminded the Board that the Friends annual appeal was currently ongoing.

Ms. Ballo shared that we will be joining with other BCCLS libraries to offer joint virtual programming as a cost saving measure and to open the events up to a larger community.

#### **Building & Grounds**

Ms. Ballo reported that the Library had to upgrade their firewall.

#### **Finance Committee**

The financial summary was distributed and discussed.

Options for the maturing CD at Valley Bank were discussed. Due to the potential of utilizing the funds for a future construction project, reinvesting in a shorter term CD was discussed.

**A motion was made by Ms. Phipps, seconded by Mr. Langschultz, to liquidate our maturing CD at Valley Bank and roll the funds into a 9-month CD at TD Bank or NVE Bank depending on the better rate. Should the rates be the same, preference should be given to NVE, which is now our current bank. All in favor. Motion carried.**

#### **Personnel**

Ms. Ballo reported that interviews for the ESL Coordinator position have been ongoing. There has been no contact from CWA in regards to contract negotiations.

#### **Policy**

No report.

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

Ms. Ballo shared that Borough's OEM submitted COVID expenses on our behalf to Bergen CARES for reimbursement. The library was notified that would be reimbursed almost 100% of expenses incurred through August. Expenses incurred between September and December will be submitted to FEMA.

The staff have all completed their training to become official Passport Agents. The State Department will audit the first 10 transactions or the first 30 days of active service, whichever comes first.

In January Ms. Ballo would like to introduce a "Library of Things" borrowing policy for board review. This would cover non-traditional items such as streaming sticks and tablets that would have different borrowing requirements as compared to books or DVDs.

Ms. Ballo spoke to a representative of Vanguard Energy Partners in regards to installing a potential solar system on our roof. For a variety of reasons, this would be a complicated project and Vanguard will submit a proposal for board review at a later time.



### **Trustee Education**

President Neats informed the board that their packets included information on free programs from the NJSL Virtual Trustee Institute through June 30, 2021.

### **Old Business**

The revised Virtual Meeting Policy was revisited. Discussion followed concerning implementing a roll call.

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to approve the Virtual Meeting Policy. All in favor. Motion carried.**

Ms. Shaffren inquired as to what the standards of measurements are to determine the necessity of a virtual meeting as opposed to in person. She also raised concerns about the roll back to curbside. Discussion followed. Suggestions included options for allowing patrons to make appointments to visit the library as well as book recommendation lists. Ms. Phipps requested we add a further discussion of this topic to the January agenda.

### **New Business**

No new business.

### **Adjournment**

President Neats informed the board that the January meeting will be our reorganization meeting. The Board agreed that the January meeting will be virtual. Mayor Amatorio stated he plans on reappointing Ms. Phipps when her term expires at the end of 2020.

**A motion was made by Ms. Betesh-Cruz, seconded by Mr. Langschultz, to adjourn the meeting. Meeting was adjourned at 9:50 pm.**

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary