



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

**Minutes  
January 11, 2024**

### **Present**

Thomas Neats, President  
Sorah Shaffren  
Natalie Rivas  
Jamie Orlando  
Mayor Arvin Amatorio  
Thomas Lodato, Council Liaison  
Christopher Langschultz, Alternate for Superintendent of Schools  
Allison Ballo, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:36 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. Natalie Rivas who was reappointed as Trustee of the Bergenfield Public Library.

President Neats administered the Oath of Office to Mr. Jamie Orlando who was appointed as Trustee of the Bergenfield Public Library.

### **Reorganization - Election of 2024 Officers:**

**Motion by Mayor Amatorio, seconded by Mr. Langschultz, nominating Mr. Thomas Neats as President for 2024.**

**Motion by Mr. Langschultz, seconded by Councilman Lodato, nominating Ms. Sorah Shaffren as Secretary.**

**Motion by Mayor Amatorio, seconded by Mr. Orlando, nominating Ms. Marcela Deauna as Treasurer.**

**Motion by Councilman Lodato, seconded by Mayor Amatorio, nominating Ms. Laurie Phipps as Vice President.**

**All in favor. Motions carried.**

### **Minutes**

**Motion by Mr. Langschultz, seconded by Ms. Shaffren, to accept the December 21, 2023 meeting minutes. All in favor except Mr. Orlando who abstained. Motions carried.**



### **Bills**

**Motion by Mr. Langschultz, seconded by Ms. Shaffren, to accept the December 31, 2023 amended bill list. All in favor except Mr. Orlando who abstained. Motion carried.**

Ms. Rivas and Mayor Amatorio asked questions regarding fees to other libraries and resident responsibility.

### **Public Portion**

No public comments.

### **Correspondence**

Room Request:

- RE/Max Hometowne Realty Home Buying Seminars (2/25 in Spanish, 4/28 in English)

**A motion was made by Ms. Rivas, seconded by Ms. Shaffren, to approve the room request for Re/Max Hometowne Realty. All in favor. Motion carried.**

### **President's Report**

President Neats reported that he and other Board members attended the staff development session at the Library in December where he shared the Board's appreciation for their efforts over the past year. President Neats has met with Ms. Ballo in regards to the grant the Library has been awarded. President Neats reported the Buildings & Grounds committee met to open bids for the janitorial cleaning contract.

### **Committee Reports**

#### **BCCLS and Friends**

No report.

#### **Building & Grounds**

The committee met to open the 9 submissions received for the janitorial cleaning contract. The responses received were incomplete and missing significant information. Ms. Ballo spoke to the Borough and the attorney and the bids must be officially rejected in order to start the process all over again. The current cleaning company will stay on until March.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

Ms. Ballo reported CWA has reached out to begin contract negotiations.

#### **Policy**

No report.

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

Ms. Ballo reported that she was notified by NJ State Library on December 27<sup>th</sup> that the library was awarded the federal grant offered through the Department of Community Affairs in the amount of \$600,000. The funds are to renovate the YA room, updating the security cameras and wireless access points as well as adding privacy pods/individual study spaces. Ms. Ballo shared the staff's request to have a formal board motion regarding food and beverages in the library due to an ongoing disregard of the current rules and expectations. Discussion followed.



**A motion was made by Mr. Langschultz, seconded by Ms. Shaffren, that food may only be consumed in designated areas with prior approval of the Board. All in favor. Motion carried.**

#### **Trustee Education**

A letter from the NJ State Library regarding trustee responsibilities was shared with the board.

#### **Old Business**

No report.

#### **New Business**

In accordance with New Jersey Public Contracts Law, the following resolutions were presented:

- Resolution 2024-01 – Award of Contracts to Purchase Periodicals
- Resolution 2024-02 – Award of Contracts to Purchase Books and Publications
- Resolution 2024-03 – Award of Contracts to Purchase Audiovisual Items
- Resolution 2024-04 – Resolution for Library Depository
- Resolution 2024-05 – Authorization of Purchasing Agent to Award Contracts
- Resolution 2024-06 – Authorization to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum
- Resolution 2024-07 – Resolution to enter into Cooperative Pricing Agreement
- Resolution 2024-08 – Resolution for Rejection of Bids for Library Custodial Services and Authorization to Re-bid.

**Motion by Mayor Amatorio, seconded by Councilman Lodato, to approve Resolution #2024-01, Resolution #2024-02 and Resolution #2024-03. All in favor. Motion carried.**

**Motion by Ms. Rivas, seconded by Ms. Shaffren, to approve Resolution #2024-04 for Library Depository. All in favor. Motion carried.**

**Motion by Mr. Langschultz, seconded by Ms. Shaffren, to approve Resolution #2024-05, Authorization of Purchasing Agent to Award Contracts. All in favor. Motion carried.**

**Motion by Ms. Rivas, seconded by Ms. Shaffren, to approve Resolution #2024-06 for payment of bills. All in favor. Motion carried.**

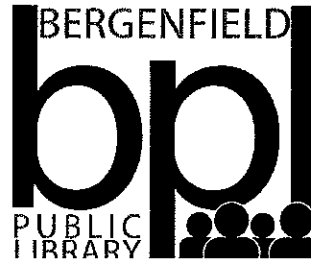
**Motion by Mayor Amatorio, seconded by Mr. Orlando, to approve Resolution #2024-07 for the Cooperative Pricing Agreement. All in favor. Motion carried.**

**Motion by Ms. Rivas, seconded by Ms. Shaffren, to approve Resolution #2024-08 for Rejection of bids and Authorization to re-bid. All in favor. Motion carried**

**Motion by Ms. Shaffren, seconded by Mr. Langschultz, recommending President Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. All in favor. Motion carried.**

The February 8<sup>th</sup> meeting was discussed and it was decided that it would be best to hold it via Zoom.

#### **Adjournment**



**Motion by Mayor Amatorio, seconded by Ms. Shaffren, to adjourn the meeting. All in favor. Motion carried.**

Meeting adjourned at 8:44 pm.

Respectfully submitted,

*Sorah Shaffren*

Jennifer Murray, Recorder for  
Sorah Shaffren, Recording Secretary