



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING
Conducted virtually via Zoom

Minutes
February 08, 2024

Present

Thomas Neats, President
Fanny Cruz-Betesh
Marcela Deauna, Treasurer
Jamie Orlando
Laurie Phipps, Vice President, joined 8:12 pm
Sorah Shaffren, Recording Secretary, left meeting at 8:05 pm
Christopher Langschultz, Alternate for Superintendent of Schools
Allison Ballo, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:30 pm.

Notification of Public Meeting

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

Minutes

Motion by Ms. Deauna to accept the January 11, 2024 meeting minutes.
Ms. Shaffren seconded the motion.

On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes
Ms. Deauna - Yes
Mr. Neats - Yes
Ms. Phipps – Absent at time of vote
Ms. Shaffren – Yes
Mr. Orlando - Yes
Mr. Langschultz - Yes

The motion carried.

Bills

Motion by Mr. Langschultz to approve the February 8, 2024 bill list.
Ms. Cruz-Betesh seconded the motion.

On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes
Ms. Deauna - Yes
Mr. Neats - Yes
Ms. Phipps – Absent at time of vote



Ms. Shaffren – Yes
Mr. Orlando - Yes
Mr. Langschultz - Yes

The motion carried.

Public Portion

No public comments.

Correspondence

No report

President's Report

President Neats reported that he has made a few visits to the library and met the new full time staff member in the Children's Department, Dulcie Beauregard. President Neats reported that he met with Ms. Ballo a few times and discussed executing the grant we received and potential hurdles. President Neats shared an acknowledgement received from Congressman Josh Gottheimer and the NJ House of Representatives in recognition of the Library's Black History month program, I Still Rise.

Committee Reports

BCCLS and Friends

No report.

Building & Grounds

Country Green Landscaping submitted a contract for landscaping for 2024 as well as a quote for snow removal. The landscaping contract stayed the same as previous years at \$2,685.00.

**Motion by Ms. Cruz-Betesh to contract with current vendor Country Green Landscaping.
Mr. Langschultz seconded the motion.**

On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes
Ms. Deauna - Yes
Mr. Neats - Yes
Ms. Phipps – Absent at time of vote
Ms. Shaffren – Yes
Mr. Orlando - Yes
Mr. Langschultz - Yes

The motion carried.

Ms. Ballo discussed the quote for the service contract renewal for Assa Abloy to maintain the exterior swinging door mechanism. The contract renewal is for \$3,420.20. which is an increase of \$310.93.

**Motion by Ms. Shaffren to contract with current vendor Assa Abloy.
Mr. Orlando seconded the motion.**



On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes

Ms. Deauna - Yes

Mr. Neats - Yes

Ms. Phipps – Absent at time of vote

Ms. Shaffren – Yes

Mr. Orlando - Yes

Mr. Langschultz - Yes

The motion carried.

Ms. Ballo reminded the Board that the Cleaning Contract revised bids will be due on February 14th. The Buildings and Grounds committee will meet on February 15th to unseal and review any bids received.

Finance Committee

The financial summary was distributed and discussed.

Personnel

The negotiating committee will be meeting with CWA to review the new contract proposal on March 5th. Ms. Ballo shared that our maintenance person, Jimmy Reilly, has been out for medical reasons and is not expected to return before the end of February. Our previous maintenance person, John O'Brien, has been filling in per diem as needed.

Policy

No report.

Director's Report

Ms. Ballo shared that Darlene from the BCCLS office will be filling in for Jennifer Murray at the May meeting. Ms. Ballo reported that she has started to receive preliminary information from the State regarding the executing of the NJ State Library Grant and discussed the proposed timeline for the project. Ms. Ballo reported that we will need to sign a formal agreement confirming our commitment to seeing this project through and shared her concerns regarding taking on a project of this scope if our budget request is not met and we remain understaffed. Discussion followed. The Board instructed Ms. Ballo to reach out to Council Liaison, Councilman Lodato.

Trustee Education

President Neats shared that grant and bid process would be considered Trustee education. Mr. Orlando reported he attended a webinar hosted by the NJ State Library Trustee Association regarding strategic planning and plans to attend the new trustee orientation webinar in March. Discussion followed regarding current and future strategic plans for the library.

Old Business

No report.

New Business

President Neats brought up the slate of committee openings for 2024. Discussion followed. Committee assignments were agreed upon by the Board. The Board also agree to implement a NJ State Library grant sub-committee to help facilitate the upcoming renovation projects. President Neats read and reviewed the Resolution to Authorize the Issuance of a Request for Qualifications for Architectural Services.



Motion by Ms. Phipps approving Resolution 2024-09 Authorizing the Issuance of a Request for Qualifications for Architectural Services.

Ms. Deauna seconded the motion.

On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes

Ms. Deauna - Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Ms. Shaffren – Absent at time of vote

Mr. Orlando - Yes

Mr. Langschultz - Yes

The motion carried.

Applications for the 2023 Lucille Tandler Community Service Award were introduced.

Ms. Cruz-Betesh thanked the Library staff for their participation in the school district's MLK Day of Service program.

Ms. Deauna thanked the board and staff for their condolences on the loss of her sister.

The March 14th meeting was discussed and it was determined to be held via Zoom.

Adjournment

Motion by Ms. Deauna to adjourn the meeting.

Mr. Langschultz seconded the motion.

On a roll call, the vote was recorded as follows:

Ms. Cruz-Betesh – Yes

Ms. Deauna - Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Ms. Shaffren – Absent at time of vote

Mr. Orlando - Yes

Mr. Langschultz - Yes

The motion carried.

Meeting adjourned at 8:37 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Recording Secretary