



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
October 10, 2024

Present

Thomas Neats, President
Laurie Phipps, Vice President
Sorah Shaffren, Secretary
Fanny Cruz-Betesh
Jamie Orlando
Thomas Lodato, Council Liaison
Allison Ballo, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:35 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 Ms. Phipps, to accept the September 12, 2024 meeting minutes. All in favor. Motion carried.

Bills

A motion was made by Ms. Phipps, seconded by Mr. Orlando, to approve the October 10, 2024 amended bill list. All in favor. Motion carried.

Public Portion

No public comments.

Correspondence

A request was received from Brownie Troop #98683 to use the facilities for bi-monthly meetings on Saturdays during the 2024/2025 school year.

A motion was made by Ms. Phipps, seconded by Ms. Shaffren, to the room rental request for Brownie Troop #98683. All in favor. Motion carried.

A request was received from Girl Scout Troop #98304 to use the facilities for bi-monthly meetings on Sundays during the 2024/2025 school year.

A motion was made by Ms. Phipps, seconded by Ms. Shaffren, to the room rental request for Girl Scout Troop #98304. All in favor. Motion carried.



President's Report

President Neats reported that he stops in periodically and felt Ms. Lester and the Youth Services Department were doing a good job with interacting with the RWB students and with new programming. President Neats felt the new Student Council Group was a positive step towards reaching out to the community.

Committee Reports

BCCLS and Friends

Ms. Ballo shared with the Board that BCCLS will be hosting their annual brunch at the Fiesta on October 22nd.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed

Personnel

Adult programming coordinator, Carmen Rodriguez, resigned from her part time position. The position will be eliminated due to anticipated budgetary constraints in 2025.

Policy

No report.

Director's Report

Ms. Ballo reported that copies of the Audit are available for the Board to review. Discussion followed.

A motion was made by Ms. Phipps, seconded by Councilman Lodato, to accept the financial statements and audit of the Bergenfield Public Library by Garbarini & Co. P.C. All in favor. Motion carried.

As requested at the September meeting, Ms. Ballo provided more information regarding the New Jersey Cash Management Fund as an additional depository. Discussion followed. The Board decided to hold off further discussion until the treasurer, Ms. Deauna, could be in attendance. Ms. Ballo introduced a draft resolution with strict guidelines regarding the use of signature stamps. Discussion followed.

A motion was made by Ms. Cruz-Betesh, seconded by Mr. Orlando, to approve Resolution #2004-15 Authorizing the Use of Signature Stamp in Absence of Board Member.

On a roll call, the vote was recorded as:

President Neats – yes

Ms. Phipps – yes

Ms. Shaffren – yes

Ms. Cruz-Betesh – yes

Mr. Orlando – yes

Councilman Lodato – yes

Ms. Ballo provided an update regarding a complaint made to the Department of Education stating our website was not ADA compliant. Ms. Ballo and our attorney, Mr. Steinberg, met with a representative of the DoE via zoom to further discuss the specifics of the complaint. Discussion followed. Ms. Ballo will be working with the representative from the Department of Education as well as our staff and web designer to ensure the entirety of



the website is in compliance. Ms. Ballo will make the school district and borough aware of the website complaint. Ms. Ballo reported that she has provided our attorney and the Borough's QPA with the bid documents for the renovation project and is waiting to hear from the Borough. In order for the architect to go out to bid in November, we will need an emergency meeting for the Board to authorize the architect to go out to bid on behalf of the Library. This will help ensure we are on track with the proposed timeline for this project. Discussion followed. The emergency meeting will be held on Monday, October 21st at 8:00 pm via zoom.

Trustee Education

No report.

Old Business

No report.

New Business

- Approval of 2025 Board of Trustee Meetings. Discussion followed.
A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to accept the amended 2025 Board of Trustees Meetings. All in favor. Motion carried.
- Approval of 2025 Library Closings and Holidays. Discussion followed.
A motion was made by Ms. Cruz-Betesh, seconded by Mr. Orlando, to accept the 2025 Library Closings and Holidays, amended per discussion. All in favor. Motion carried.

Adjournment

A motion was made by Councilman Lodato, seconded by Ms. Cruz-Betesh, to adjourn the meeting. All in favor. The motion carried.

Meeting adjourned at 8:55 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Secretary