



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

**Minutes**  
**January 14, 2021**

**Present**

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Marcela Deauna, Treasurer  
Laurie Phipps  
Sarah Shaffren (joined 8:00 pm)  
Christopher Langschultz, Alternate for Superintendent of Schools  
Thomas Lodato, Council Liaison  
Allison Ballo, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:31 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. Laurie Phipps who was reappointed as Trustee of the Bergenfield Public Library.

**Minutes**

**Motion by Mr. Langschultz to accept the December 17, 2020 meeting minutes.**  
**Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Absent at time of vote  
Mr. Langschultz - Yes  
Councilman Lodato - Abstain  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

**Bills**

**Motion by Mr. Langschultz to approve the December 31, 2020 bill list.**  
**Ms. Cruz-Betesh seconded the motion.**



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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Absent at time of vote  
Mr. Langschultz - Yes  
Councilman Lodato - Abstain  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

**Reorganization Election of 2020 Officers:**

**Motion by Ms. Chittum nominating Mr. Thomas Neats to continue as President for 2021.**

**Ms. Phipps seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Abstain  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

**Motion by Mr. Langschultz nominating Dr. Nelson Reynoso to continue as Vice President for 2021.**

**Ms. Deauna seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

**Motion by Ms. Phipps nominating Ms. Chittum to continue as Recording Secretary for 2021.**

**Ms. Deauna seconded the motion.**

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

Ms. Chittum - Abstain  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes



Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

**Motion by Ms. Chittum nominating Ms. Deauna to continue as Treasurer for 2021  
Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Abstain  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Absent at time of vote

The motion carried.

### **Public Portion**

Ms. Ballo introduced Francesca Marraro, the new ESL Coordinator for the Library, who will start on January 19. She replaces Don Hansen who recently retired.

Mr. Dan Rugel and Mr. Christopher Fornicola from Lime Energy gave some updated information on the PSE&G Direct Install program. Discussion followed.

**Motion by Ms. Phipps to move forward with the Lime Energy PSE&G Direct Install proposal which will upgrade the interior and exterior lighting to LED and replace 7 of our HVAC units.  
Mr. Langschultz seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Correspondence**

President Neats read a letter from the NJSL advising the libraries who did not receive grant funding that they would need to reapply for a second round of funding. He received a separate letter from the NJSL advertising its services through the Jersey Connect program.



### **President's Report**

President Neats reported he has been in touch with Ms. Ballo regarding the day to day operations.

### **Committee Reports**

#### **BCCLS and Friends**

Friends have no report.

Ms. Ballo reported that while it has been a difficult year for all, the Library moved up in ranking from 12<sup>th</sup> to 11<sup>th</sup> for highest circulation in BCCLS and 7<sup>th</sup> for Bergen County libraries for 2020.

#### **Building & Grounds**

Ms. Ballo advised that the Library needs to renew its contract for landscaping and leaves. Snow removal is a separate contract.

**Motion by Mr. Langschultz to contract with Country Green Landscaping at a cost of \$2,685.00 for scheduled service from March-December  
Ms. Phipps seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Cruz-Betesh to contract with Country Green for snow removal.  
Ms. Shaffren seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

#### **Finance Committee**

The financial summary was distributed and discussed.



**Motion by Mrs. Phipps to approve Resolution #2021-08, authorizing NVE Bank as the designated depository for two additional accounts for the Library.  
Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Personnel**

No report.

### **Policy**

The Library of Things lending policy was discussed. Ms. Ballo will present a revised policy to the Board at the February meeting.

### **Director's Report**

Ms. Ballo provided the Board with a draft plan to expand current hours of operation. Her recommendation is to continue curbside for at least one more month but expand the hours to include evenings and weekends. The Board agreed to this recommendation and will revisit this service plan at the February board meeting.

### **Trustee Education**

President Neats discussed upcoming virtual Trustee education opportunities.

### **Old Business**

No report.

### **New Business**

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

- Resolution 2021-01 – Award of Contracts to Purchase Periodicals
- Resolution 2021-02 – Award of Contracts to Purchase Books and Publications
- Resolution 2021-03 – Award of Contracts to Purchase Audiovisual Items
- Resolution 2021-04 – Resolution for Library Depository
- Resolution 2021-05 – Authorization of Purchasing Agent to Award Contracts
- Resolution 2021-06 – Authorization to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum
- Resolution 2021-07 – Resolution to enter into Cooperative Pricing Agreement



**Motion by Mr. Langschultz to approve Resolution #2021-01, Resolution #2021-02, Resolution #2021-03, Resolution #2021-05, and Resolution #2021-07.**

**Ms. Phipps seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

**A motion was made by Ms. Chittum to approve Resolution #2021-04 authorizing NVE Bank as the designated depository for the Library after Resolution is amended to correct bank name in the 3<sup>rd</sup> paragraph.**

**Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Phipps to approve Resolution #2021-06, authorizing the payment of bills in the event there is no Board meeting for reasons such as recess or lack of quorum.**

**Ms. Chittum seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.



**Motion by Ms. Deauna recommending President Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements. Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Adjournment**

**Motion by Mr. Langschultz to adjourn the meeting.  
Ms. Cruz-Betesh seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Shaffren - Yes

Meeting adjourned at 9:35 pm.

Respectfully submitted,

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary