



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

**Minutes**  
**March 11, 2021**

**Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Laurie Phipps  
Christopher Langschultz, Alternate for Superintendent of Schools  
Mayor Arvin Amatorio (joined at 7:55 pm)  
Thomas Lodato, Council Liaison  
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**

**Motion by Mr. Langschultz to accept the February 11, 2021 meeting minutes.  
Dr. Reynoso seconded the motion.**

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

Ms. Chittum – Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Absent at time of vote  
Dr. Reynoso – Yes  
Mayor Amatorio – Absent at time of vote

The motion carried.

**Bills**

**Motion by Ms. Chittum to approve the March 11, 2021 bill list.  
Mr. Langschultz seconded the motion.**

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

Ms. Chittum – Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes



Dr. Reynoso – Yes  
Mayor Amatorio – Absent at time of vote

The motion carried.

### **Public Portion**

No public comments.

### **Correspondence**

No report.

### **President's Report**

President Neats reported that he and Ms. Ballo attended the 2021 budget meeting with the Borough's Finance Committee. The Library's operating budget was presented and positive feedback was received.

### **Committee Reports**

#### **BCCLS and Friends**

Friends' clothing fundraiser is still ongoing.

The NJ State Library announced that library workers should be eligible for the COVID-19 vaccine in April.

#### **Building & Grounds**

Ms. Ballo reported that the lighting project through the PSE&G Direct Install program is ongoing. There is currently no date set for replacing the HVAC units, which will be a much bigger project. Ms. Ballo discussed the quote for the service contract renewal for Assa Abloy to maintain the exterior door mechanism. The contract renewal is for \$2,692.01 which is an increase of \$244. This is the first increase since 2018.

**Motion by Ms. Chittum to approve the contract renewal for Assa Abloy in the amount of \$2,692.01. Ms. Phipps seconded the motion.**

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

Ms. Chittum – Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Dr. Reynoso – Yes  
Mayor Amatorio – Absent at time of vote

The motion carried.

#### **Finance Committee**

The financial summary was distributed and discussed

#### **Personnel**

No report.



## **Policy**

The Museum Pass policy was circulated via mail and discussed.

**Motion by Ms. Phipps to approve the Museum Pass Policy as written.  
Ms. Chittum seconded the motion.**

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

Ms. Chittum – Yes

Mr. Langschultz - Yes

Councilman Lodato - Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Dr. Reynoso – Yes

Mayor Amatorio – Absent at time of vote

Motion carried.

## **Director's Report**

Ms. Ballo advised that the state report was included in the Boards' packets for their review. Ms. Ballo asked the Board for their feedback regarding reopening the building to the public. Discussion followed. The Board recommended waiting until the end of April or early May to reopen. This would allow time for staff members who wish to receive the vaccine to be fully vaccinated prior to reopening. Ms. Ballo recommended that the Library proceed with rolling out the Passport program by appointment only in April. The Board was in agreement with this recommendation.

## **Trustee Education**

President Neats reported on the risk management webinar he attended with Ms. Ballo. Ms. Ballo will reach out to the Borough's Risk Manager to arrange training for the staff.

## **Old Business**

Ms. Ballo reported she is in the process of having other vendors come in to assess the space, per the Board's request. More information will be provided once all proposals are received. Ms. Ballo provided an update regarding the Lucille Tendler Award applications.

## **New Business**

No report.

## **Adjournment**

**Motion by Dr. Reynoso to adjourn the meeting.  
Ms. Phipps seconded the motion.**

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

Ms. Chittum – Yes

Mr. Langschultz - Yes

Councilman Lodato - Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Dr. Reynoso – Yes



Mayor Amatorio – Yes

The motion carried.

Meeting adjourned at 8:26 pm.

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary