



## BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes  
September 9, 2021

### **Present**

Thomas Neats, President  
Laurie Phipps, Vice President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Sarah Shaffren  
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.

### **Minutes**

**Because Ms. Shaffren was not present at the July 15, 2021 meeting, we do not have a quorum of the Trustees present to approve those meetings minutes. The July minutes will be formally approved at the October 14, 2021 meeting.**

### **Bills**

**A motion was made by Ms. Chittum, seconded by Ms. Phipps, to approve the August bill list. All in favor. Motion carried.**

**A motion was made by Ms. Chittum, seconded by Ms. Phipps, to approve the September amended bill list. All in favor. Motion carried.**

### **Public Portion**

No report

### **Correspondence**

President Neats presented a copy of the Bergenfield 125<sup>th</sup> Anniversary Journal to the Board.

President Neats read a letter from Christopher Tully, Superintendent of Bergenfield Schools, thanking Ms. Ballo for her participation on the Strategic Planning Committee for the Bergenfield Board of Education.

Room requests:

Women Empowering Women, consisting of a group of approximately 20 women, is requesting to use the Conference room the last Wednesday of every month for support discussions.

**A motion was made by Ms. Shaffren, seconded by Ms. Deauna, to allow the Women Empowering Women group to use the conference room for their meetings the last Wednesday of each month the end of the year. All in favor. Motion carried.**



For the Love of Words, a non-profit writers group that has been meeting at the Library since 2006, again requested use of meeting space on the 2<sup>nd</sup> and 4<sup>th</sup> Monday evenings.

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to allow the For the Love of Words Writers group to use the Friends room for their meetings the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month through the end of the year. All in favor. Motion carried.**

President Neats read a letter from the Friends of Music of the Bergenfield School District requesting the Library Board place an ad in the Ad Journal for the annual Marching Band Festival in October. Discussion followed. The Board Members in attendance contributed \$5 each of their personal funds towards a ¼ page ad for the journal.

### **President's Report**

President Neats discussed information he obtained while attending a Michael Cerrone presentation on Virtual Meetings. President Neats shared that he visited the Camden, ME and Gettysburg, PA libraries while on vacation. President Neats reported on the minor vehicular accident that occurred at the Library on August, 21, 2021. President Neats shared changes that have been taken place as COVID restrictions slightly lessen, including more furniture and computer equipment available to patrons; discussions with Ms. Ballo regarding RWB middle school students in the library after school and a new display for viewing downstairs. Ms. Shaffren questioned as to whether or not the Board would consider a hybrid meeting model for the public. Ms. Ballo will report back on what other BCCLS Libraries are doing.

### **Committee Reports**

#### **BCCLS and Friends**

The Friends held their first in person meeting this week. Ms. Ballo reminded the Board that the town-wide garage sale is scheduled for October 2<sup>nd</sup> and 3<sup>rd</sup>. The Garage sale and the Annual Appeal will be the fund raisers for the rest of this year.

#### **Building & Grounds**

Ms. Ballo reported that there is a temporary problem with our phone system due to the School District and the Borough upgrading their systems with different timelines. Ms. Ballo will keep on top of the issue in hopes of resolving it quickly. Ms. Ballo also discussed the accident of August 21, 2021 and informed the Board that the contractors have already fixed what minimal damage there was. Ms. Ballo shared that we are waiting for a final inspection of the fire alarm system for the new HVAC units.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

#### **Policy**

No report

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

The Director's report was circulated by mail earlier this week. Ms. Ballo reported that the 2022 holiday schedule has several contracted paid holidays that fall on Saturdays or Sundays. Discussion followed. The Board was in favor of allotting three additional floating holidays to eligible staff. The holiday schedule will be approved at the October meeting. Ms. Ballo provided an update on the ARPA grant award for exterior lockers. Ms. Ballo received a quote to disassemble one of the checkout desks downstairs and will be purchasing additional self-checkout kiosks.



**Trustee Education**

No report.

**Old Business**

No report.

**New Business**

Revisions to the Meeting Room policy were introduced. Discussion followed.

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the revised Policy on Meeting Room Use. All in favor. Motion carried.**

The ESL Program guideline was shared with the Board. Discussion followed. The Board requested a few small changes.

**Closed Session**

**A motion was made by Ms. Phipps, seconded by Ms. Shaffren to move to closed session at 8:47 pm. Return to open session at 9:00 pm.**

The Board agreed with Ms. Ballo's personnel recommendations and she is authorized to proceed accordingly.

**Adjournment**

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. Meeting was adjourned at 9:01 pm.

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary