



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

Minutes
October 14, 2021

Present

Thomas Neats, President
Laurie Phipps, Vice President
Barbara Chittum, Recording Secretary
Marcela Deauna, Treasurer
Fanny Cruz-Betesh
Natalie Rivas
Sarah Shaffren
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.

Minutes

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Rivas to accept the July 15, 2021 meeting minutes. All in favor. Motion carried.

A motion was made by Ms. Phipps, seconded by Ms. Deauna to accept the September 9, 2021 meeting minutes. All in favor, except for Ms. Cruz-Betesh, Ms. Rivas and Councilman Lodato who abstained as they were not in attendance. Motion carried.

Bills

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

Public Portion

No report

Correspondence

A request was received from Girl Scout Troop #97137 to use the facilities for bi-weekly meetings on Saturdays from October – December.

A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve the use of the facility on Saturdays from 10:00 am - 12:00 pm during October - December. All in favor. Motion carried.

President Neats read correspondence from a resident concerning the closing notice for the Columbus Day holiday. Discussion followed. The Board agreed to continue to follow the Borough's holiday verbiage.



President's Report

President Neats reported that he has made a few visits to the library and makes a point to chat with the staff to see how things are going.

Committee Reports

BCCLS and Friends

The Friends held their annual town wide garage sale the first weekend in October and grossed \$1,000.00.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed. President Neats asked if there would be any future COVID reimbursements coming in. Ms. Ballo shared that we should be receiving additional FEMA funds soon for expenses incurred from September to December, 2020.

Personnel

No report.

Policy

No report

Director's Report

The Director's report was circulated by mail earlier this week. Ms. Ballo shared that the Library will be holding an in person concert at the high school on November 14th. Both the 2019 and 2020 Lucille Tendler award winners will be honored. Ms. Ballo advised the Board that she is planning on attending the 2022 PLA conference being held in person in Oregon in March. Ms. Ballo reported that she is working on the 2022 budget and asked the board for input. Ms. Ballo asked if the Board wanted to consider going fine free in 2022. Discussion followed. The Board requested the idea be tabled for another year. Ms. Ballo advised she would like to close the Library on November 8th due to interior renovations.

A motion was made by Ms. Phipps, seconded by Ms. Chittum, to approve closing the Library on 11/8 for renovations. All in favor. Motion carried.

Questions regarding the strategic plan provided in the packet were raised and discussed. Ms. Ballo also provided an updated on the status of the phone system.

Trustee Education

President Neats advised the Trustees the State will not require the mandatory trustee education hours for 2021, though our Board already met that requirement.

Old Business

No report.

New Business

- Approval of 2022 Library Closings and Holidays. Discussion followed
A motion was made by Ms. Chittum, seconded by Ms. Rivas, to accept the 2022 Library Closings and Holidays, amended per discussion. All in favor. Motion carried.
- Approval of 2022 Board of Trustee Meetings



A motion was made by Ms. Rivas, seconded by Ms. Deauna, to accept the 2022 Board of Trustees Meetings. All in favor. Motion carried.

- Review of the revised Personnel Manual. Discussion followed. The Board requested more time to review the changes and will revisit this next month but recommended the Library begin conduction background checks on any new hires immediately.

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps, to authorize Ms. Ballo to implement background checks on all new hires. All in favor. Motion carried.

Adjournment

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. Meeting was adjourned at 9:00 pm.

Respectfully submitted,

Barbara Chittum

Jennifer Murray, Recorder for
Barbara Chittum, Recording Secretary