



## **BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING**

**Minutes  
November 18, 2021**

### **Present**

Thomas Neats, President  
Laurie Phipps, Vice President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Natalie Rivas  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
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. Rivas to accept the October 14, 2021 meeting minutes. All in favor, except for Mr. Langschultz who abstained as he was not in attendance. Motion carried.**

### **Bills**

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

### **Public Portion**

Julia Ventura introduced herself and shared she was observing the Board Meeting to fulfill a requirement for a library school class.

### **Correspondence**

A request was received from Helen Siciliano to use the facilities for weekly game nights on Thursdays in December for teens.

**A motion was made by Ms. Phipps, seconded by Ms. Shaffren, to approve the use of the facility on Thursdays from 7:00 pm - 9:00 pm during December. All in favor. Motion carried.**

President Neats read correspondence from NVE Bank regarding a fraud alert.

### **President's Report**

President Neats reported that he stopped by the Library when the Borough was providing flu shots to the employees. President Neats attended the NJEA convention and has some ideas to share with Kara Gilbert for the Children's Department. President Neats reported that the Union is requesting a meeting with the Borough Attorney regarding COVID testing requirements. President Neats shared that he attended the All Seasons



Chamber concert at the high school and was honored to represent the Board in recognizing the past two Lucille Tandler Award recipients. He shared the concert was well attended and that Kristie Murru did a great job hosting the event. Ms. Shaffren recommended sharing publicity from the event to promote this community event.

### **Committee Reports**

#### **BCCLS and Friends**

The Friends decided at their November meeting that they will hold 2 town-wide garage sales in 2022.

#### **Building & Grounds**

Ms. Ballo reported that the new phones have been installed but we are still waiting for Verizon to fix the line on their end. The Datacom company has done a temporary fix so we can receive and make calls while waiting on Verizon. Ms. Ballo reported that PSE&G has started billing us for the lighting and HVAC work done earlier this year under the Direct Install plan.

#### **Finance Committee**

The financial summary was distributed and discussed. Options for the maturing CD at NVE Bank were discussed. Due to the potential of utilizing the funds for a future construction project, liquidating the funds for deposit into the capital account was discussed.

**A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh, to liquidate our maturing CD at NVE Bank and deposit the funds into the capital account for the Library for the time being. All in favor. Motion carried.**

#### **Personnel**

No report.

#### **Policy**

No report

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

The Director's report was circulated by mail earlier this week. Ms. Ballo requested an early closure on December 22nd for staff development.

**A motion was made by Ms. Cruz-Betesh, seconded by Mr. Langschultz, to allow the Library to close at 1:00 pm on Wednesday, 12/22 for staff development. All in favor. Motion carried.**

Ms. Phipps asked why we were struggling to fill the p/t Sunday position. Ms. Ballo stated that across the board libraries are struggling to fill positions right now.

#### **Trustee Education**

Ms. Ballo shared articles about multiple NJ towns facing challenged books for the Board to review. Discussion followed. Ms. Ballo also shared a graphic regarding fine free libraries within BCCLS. Discussion followed.

#### **Old Business**

The revised Personnel Manual was revisited. Discussion followed.

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps, to approve the revised Personnel Manual effective January 1, 2022 with a few minor changes to wording as discussed. All in favor. Motion carried.**



**New Business**

President Neats reported that copies of the 2020 Audit Report were delivered to the Trustees and there were no recommendations from the auditor.

The 2022 proposed Operating budget was distributed by mail and discussed. This proposed budget reflects a 2.8% increase in overall expenses which takes into account minimum wage and contractually negotiated raises. Increased revenue is anticipated from the Library's passport program and offsets some of the overall increase.

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Rivas recommending Ms. Ballo submit the proposed 2022 Operating Budget to the Borough. All approved. Motion carried.**

Ms. Ballo discussed the timeline for the Lucille Tendler award and the Board agreed to keep it the same as in the past.

**Adjournment**

A motion was made by Ms. Phipps, seconded by Ms. Chittum, to adjourn the meeting. Meeting was adjourned at 8:42 pm.

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary