



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

**Minutes**  
**January 13, 2022**

**Present**

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

**Oath of Office**

Councilman Lodato administered the Oath of Office to Mr. Thomas Neats and Ms. Fanny Cruz-Betesh who were reappointed as Trustees of the Bergenfield Public Library.

**Minutes**

**Motion by Ms. Deauna to accept the December 9, 2022 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 - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Bills**

**Motion by Ms. Chittum to approve the December 31, 2022 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 - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Reorganization - Election of 2022 Officers:**

**Motion by Ms. Cruz-Betesh nominating Mr. Thomas Neats to continue as President for 2022.  
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  
Councilman Lodato - Yes  
Mr. Neats - Abstain  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by President Neats nominating Ms. Laurie Phipps to continue as Vice President for 2022.  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Abstain  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Phipps nominating Ms. Barbara Chittum to continue as Recording Secretary for 2022.**

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

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

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



Ms. Deauna - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Rivas - Yes  
Ms. Shaffren -Yes

The motion carried.

**Motion by Ms. Chittum nominating Ms. Marcela Deauna to continue as Treasurer for 2022  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Public Portion**

No public comments.

### **Correspondence**

Room Requests:

- 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 request was received from Girl Scout Troop #97137 to use the facilities for bi-weekly meetings on Saturdays during the school year for all of 2022.

**Motion by Ms. Phipps to approve the room requests of For the Love of Words Writers group and  
Girl Scout Troop #97137 to use the Library for their meetings in 2022.  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.



### **President's Report**

President Neats reported that he and several other Board members attended the staff development session at the Library in December where he shared the Boards appreciation for their efforts over the past year.

### **Committee Reports**

#### **BCCLS and Friends**

No report.

#### **Building & Grounds**

The annual HVAC maintenance contract for service from January 1, 2022 to December 31, 2022 was received from O'Neill Contracting, Inc.

**Motion by Ms. Cruz-Betesh to approve the 12 month HVAC maintenance contract with O'Neil Contracting, Inc. in the amount of \$4,800.00.**

**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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

No report.

#### **Policy**

A revised Collection Development policy was introduced. Discussion followed.

**Motion by Ms. Cruz-Betesh to approve the updated Collection Development policy.**

**Ms. Rivas seconded the motion.**

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

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



Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Director's Report**

Ms. Ballo introduced a proposal for the carpeting of the Library and discussed the various sample quotes that were solicited. All participating vendors are active through the ESCNJ Cooperative purchasing system. Discussion followed. The Board instructed Ms. Ballo to move forward.

### **Trustee Education**

President Neats discussed upcoming BCCLS workshops on parliamentary procedures.

### **Old Business**

No report.

### **New Business**

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

- Resolution 2022-01 – Award of Contracts to Purchase Periodicals
- Resolution 2022-02 – Award of Contracts to Purchase Books and Publications
- Resolution 2022-03 – Award of Contracts to Purchase Audiovisual Items
- Resolution 2022-04 – Resolution for Library Depository
- Resolution 2022-05 – Authorization of Purchasing Agent to Award Contracts
- Resolution 2022-06 – Authorization to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum
- Resolution 2022-07 – Resolution to enter into Cooperative Pricing Agreement
- Resolution 2022—08 – Resolution to Reserve and Transfer funds to the Capital Expense Account

**Motion by Ms. Chittum to approve Resolution #2022-01, Resolution #2022-02 and Resolution #2022-03.**

**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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Rivas - Yes  
Ms. Shaffren -Yes

The motion carried.

**A motion was made by Ms. Cruz-Betesh to approve Resolution #2022-04 authorizing NVE Bank as the designated depository for the Library.**

**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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Phipps to approve Resolution #2022-05, Resolution #2022-06 and Resolution #2022-07.  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Rivas to approve Resolution #2022-08 to reserve and transfer funds to the Capital Expense Account.  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Councilman Lodato recommending President Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements.  
Ms. Rivas seconded the motion.**

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

Ms. Chittum - Yes  
Ms. Cruz-Betesh - Yes



Ms. Deauna - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Closed Session**

**Motion by Ms. Cruz-Betesh to move to closed session at 8:52 pm.  
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  
Councilman Lodato - Yes  
Mr. Neats - Yes  
Ms. Phipps - Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

Return to open session at 9:10 pm.

**Motion by Ms. Phipps to affirm the Library Board of Trustees decision to continue following the Borough of Bergenfield's requirements and procedures for COVID-19 testing.  
Ms. Rivas seconded the motion.**

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

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

The motion carried.

Councilman Lodato recommended that the February meeting of the Library Board of Trustees be a virtual meeting.

### **Adjournment**

**Motion by Ms. Cruz-Betesh to adjourn the meeting.**



**Ms. Rivas seconded the motion.**

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

Ms. Chittum - Yes

Ms. Cruz-Betesh - Yes

Ms. Deauna - Yes

Councilman Lodato - Yes

Mr. Neats - Yes

Ms. Phipps - Yes

Ms. Rivas - Yes

Ms. Shaffren - Yes

Meeting adjourned at 9:16 pm.

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary