



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

**Minutes  
March 9, 2023**

### **Present**

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Marcela Deauna, Treasurer  
Laurie Phipps, Vice President  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
Thomas Lodato, Council Liaison  
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 Mr. Langschultz, seconded by Ms. Phipps, to accept the February 9, 2023 meeting minutes. All in favor with the exception of Ms. Deauna, who abstained. Motion carried.**

### **Bills**

**A motion was made by Ms. Chittum, seconded by Mr. Langschultz, to approve the March 9, 2023 bill list. All in favor. Motion carried.**

### **Public Portion**

No report

### **Correspondence**

President Neats read a thank you card from the Friends' Membership coordinator Linda Mohr for the flowers sent after the passing of her husband.

### **President's Report**

President Neats discussed Read Across America Day and reported that he has had various visits to the Library and discussions with Ms. Ballo. President Neats also shared he attended the most recent Friends of the Library meeting.

### **Committee Reports**

#### **BCCLS and Friends**

No report



### **Building & Grounds**

Ms. Ballo reported she will soon be purchasing new signage for the building.

### **Finance Committee**

The financial summary was distributed and discussed. The Board discussed moving some funds from the Capital account into a short term CD. Discussion tabled until the April meeting to gather more rate comparisons.

### **Personnel**

Ms. Ballo discussed a disciplinary action plan she would like added to the personnel manual. Discussion followed.

**A motion was made by Ms. Phipps, seconded by Ms. Shaffren, to approve the addition of the disciplinary action plan with the adjustment requested by Mr. Langschultz. All in favor. Motion carried.**

### **Policy**

No report.

### **Director's Report**

The Director's report was circulated by mail earlier this week.

### **Trustee Education**

President Neats discussed the state report and upcoming Trustee Education opportunities. Ms. Phipps shared information from the webinar she attended regarding banning patrons and potential legal issues.

### **Old Business**

No report.

### **New Business**

Applications for the 2022 Lucille Tandler Community Service Award were discussed. The Board chose Mr. Gerard Naylis as the 2022 recipient of the Lucille Tandler Community Service Award. Ms. Ballo will follow up and advise when Mr. Naylis will receive his award.

### **Closed Session**

**A motion was made by Mr. Langschultz, seconded by Ms. Deauna to move to closed session at 8:23 pm. Returned to open session at 9:20 pm.**

### **Adjournment**

A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. All in favor. The motion carried.

Meeting adjourned at 9:21 pm.

Respectfully submitted,

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary