



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

**Minutes  
April 20, 2023**

### **Present**

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Laurie Phipps, Vice President  
Fanny Cruz-Betesh  
Natalie Rivas  
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 7:34 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 Mr. Langschultz, to accept the March 9, 2023 meeting minutes. All in favor. Motion carried.**

### **Bills**

**A motion was made by Ms. Chittum, seconded by Ms. Cruz-Betesh, to approve the April 20, 2023 amended bill list. All in favor. Motion carried.**

### **Public Portion**

No report

### **Correspondence**

No report

### **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. President Neats reported that he, Ms. Phipps and Ms. Ballo met with CWA in regards to the budget as well as a meeting with the Borough's Finance committee. President Neats reported on the donation made by the Elks Antlers which was used to purchase mounted sensory toys for the Children's Activity Room. President Neats shared an update about Ms. Deauna who was injured a few weeks ago. The trustees took up a collection for flowers to be sent to her home.

### **Committee Reports**

#### **BCCLS and Friends**



Ms. Ballo shared upcoming fundraiser flyers from the Friends. Ms. Ballo also advised the board that the town wide garage sale would be the weekend of April 29<sup>th</sup> and 30<sup>th</sup>.

### **Building & Grounds**

Ms. Ballo advised Country Green submitted a contract for landscaping for 2023 as well as a quote for snow removal. The landscaping contract stayed the same as previous years at \$2,685.00.

**A motion was made by Mr. Langschultz, seconded by Ms. Phipps, to contract with current vendor Country Green. All in favor. Motion carried**

The annual HVAC maintenance contract for service from January 1, 2023 to December 31, 2023 was received from O'Neill Contracting, Inc.

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Chittum, to approve the 12 month HVAC maintenance contract with O'Neil Contracting, Inc. in the amount of \$4,944.00. All in favor. Motion carried.**

### **Finance Committee**

The financial summary was distributed and discussed

### **Personnel**

No report.

### **Policy**

No report

### **Director's Report**

Ms. Ballo shared that the next all staff meeting will be on May 3<sup>rd</sup> and historically this has been the Staff Appreciation breakfast so she invited the Board to attend.

### **Trustee Education**

Ms. Cruz-Betesh shared information on a gambling license and fundraising BCCLS workshop she attended.

### **Old Business**

No report.

### **New Business**

President Neats summarized the budget revision process that occurred in March. Shortly after meeting with the Borough's Finance committee, the Library was notified that the Borough would provide a portion of additional funds to the 2023 appropriation. The Library was able to absorb the remaining shortfall by not filling an unexpected full time professional vacancy for the remainder of 2023. Ms. Ballo presented the Board with a financial summary and narrative of the revised 2023 Operating Budget.

**A motion was made by Ms. Phipps, seconded by Ms. Rivas, to approve the revised 2023 Operating Budget for the Bergenfield Library. All approved. Motion carried.**

President Neats reminded the Board that the next meeting would be held on May 11<sup>th</sup>. President Neats also shared that the Memorial Day parade would follow a different route this year.



**Adjournment**

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Chittum, to adjourn the meeting. All in favor. The motion carried.

Meeting adjourned at 8:22 pm.

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary