



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

**Minutes  
June 8, 2023**

### **Present**

Thomas Neats, President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Sorah Shaffren  
Natalie Rivas  
Allison Ballo, Director  
Darlene Swistock, Interim Recorder of Minutes

President Neats called the meeting to order at 7:39 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 May 11, 2023 minutes and the April 20, 2023 minutes which could not be approved at the meeting on May 11, 2023 as a quorum of Trustees was not present at that meeting. All in favor. Motion carried.**

### **Bills**

**A motion was made by Ms. Chittum, seconded by Ms. Shaffren, to approve the May bill list.**

**A motion was made by Ms. Chittum, seconded by Ms. Rivas, to approve the amended June bill list. There was a question about the HVAC bill (this is the annual maintenance bill). All in favor. Motion carried.**

### **Public Portion**

No public comments.

### **Correspondence**

A recurring 2023 Room Rental Request was received from the Stigma Free Committee of Bergenfield: monthly meetings on Wednesday from 7:00-8:30 pm until December. The library has a hold harmless agreement on file.

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Shaffren, to approve the continued use of the Library's meeting room space by the Stigma Free Committee of Bergenfield monthly on Wednesdays All in favor. Motion carried.**

### **President's Report**

President Neats noted the artwork of high school students is displayed on the Clinton Avenue and Anderson Street windows. He thanked the library staff for participating in the Memorial Day parade and mentioned the library will also be represented at the Bergenfield Family Fun Day on June 11. Lastly, he noted that this is the last formal meeting until September. Checks will still be signed during the summer.



## **Committee Reports**

### **BCCLS and Friends**

The Friends raised funds to purchase a custom 3-car train for the children's room; it was ordered and is due in September. The library will determine the best way to thank the Friends for their generosity for train as well as for the murals.

Ms. Ballo asked Darlene Swistock to give an update on Trustee Education. She advised that the BCCLS Trustee Development Committee hosted 3 programs: Trustee Orientation with the NJSL (March), Library Board Committees Overview (April) and Library Board Committees: Strategic Planning & More (May). They also hosted a Trustee Roundtable: Relationships with Mayor & Councils and Schools in May. In addition to the programs which offer CE credit for trustees and the Trustee Roundtables, the committee has a mentorship program for trustees looking for mentors and trustees that would like to be mentors and a quarterly newsletter. Ms. Ballo asked the Trustees to let her know if they would like to sign up for the trustee newsletter. Darlene also mentioned the LLNJ webinar about Library Services and Partnerships for Business Development that she attended and will share the recording and slides with Ms. Ballo

### **Building & Grounds**

Ms. Ballo advised that the library was asked to continue to opt-in for the gas co-op with other libraries, municipalities and schools.

**A motion was made by Ms. Shaffren, seconded by Ms. Chittum, to continue to participate in National Gas Supply Services for Bergen County Cooperative Members. All in favor. Motion carried.**

Ms. Shaffren asked about publicizing the savings realized and Ms. Ballo will include a note in the library's annual report.

### **Finance Committee**

The financial summary was distributed and discussed

### **Personnel**

Ms. Ballo mentioned that she would like to meet with the Personnel Committee over the summer to discuss wage adjustments at year end for certain civil service titles. President Neats also pointed that 2 staffers received BCCLS Scholarships and was very appreciative of the support. With changes in staffing, the library was able to hire a part-time person to conduct Adult Programming.

### **Policy**

No report.

### **Director's Report**

Ms. Ballo advised the Board on several upcoming dates:

- She has arranged active shooter training with the Bergen County Prosecutor's Office on June 21. The library will open to the public at 1:00 pm.
- Author Jay Levin will be at the library on June 25. The museum will be selling copies of his Bergenfield local history picture book and the library is prominently featured.
- The Lucille Tandler Award event will take place at the high school on September 10.
- Lastly, in August she would like to distribute the meeting packet the week of August 14 rather than the week of August 7 as she will just be returning from an overseas trip.



### **Trustee Education**

This was discussed previously during Committee Report.

### **Old Business**

Ms. Ballo noted that Columbia Bank wants the library's business. They are currently offering a 4.65% 14-month CD.

**A motion was made by Ms. Rivas, seconded by Ms. Chittum, to authorize Ms. Ballo to move \$18,000 from the NVE Special Gifts and Endowments Account to a new account at Columbia Bank and invest in a 14-month CD or the best rate and similar term available.**

### **New Business**

Ms. Rivas asked about the New Legacy Books green book donation bin in town. Ms. Ballo explained that the partnering organization receives money based on the weight of the books and it does not benefit the library. If the library decides to have a collection box, it will need to have a suitable space and she can look into it.

Ms. Shaffren requested the status of the 360-degree cameras and Ms. Ballo advised that she would like to obtain a grant to pay for them.

President Neats thanked the board for their work this year and reminded everyone that there are no meetings scheduled in July and August, but an emergency meeting could happen. He asked that the board try to visit a library while travelling and see if any ideas or programs can be used at BPL. Lastly, he thanked Darlene Swistock for attending the meeting and taking the minutes.

### **Adjournment**

Meeting adjourned at 8:39 pm.

Respectfully submitted,

*Fanny Cruz-Betesh (Secretary as of 9/14/23)*

Darlene Swistock, Recorder for  
Barbara Chittum, Recording Secretary