



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

**Minutes**  
**November 09, 2023**

**Present**

Thomas Neats, President (arrived at 7:40pm)  
Laurie Phipps, Vice President  
Fanny Cruz-Betesh, Recording Secretary  
Marcela Deauna, Treasurer  
Natalie Rivas  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
Thomas Lodato, Council Liaison  
Allison Ballo, Director  
Jennifer Murray, Administrative Assistant

Vice President Phipps called the meeting to order at 7:37 pm.

**Notification of Public Meeting**

President Neats read the report on public notification of this meeting.

**Minutes**

**Motion by Ms. Rivas to accept the September 14, 2023 meeting minutes. (Held over from the October meeting due to a lack of a quorum).**

**Ms. Deauna seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Langschultz - Yes  
Mr. Neats – Absent at time of vote  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Cruz-Betesh to accept the October 12, 2023 meeting minutes.**

**Ms. Deauna seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Langschultz - Yes  
Mr. Neats – Absent at time of vote



Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Bills**

**Motion by Mr. Langschultz to accept the October 12, 2023 bill list. (Held over from the October meeting due to a lack of a quorum).**

**Ms. Rivas seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Langschultz - Yes  
Mr. Neats – Absent at time of vote  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

**Motion by Ms. Cruz-Betesh to accept the November 9, 2023 bill list.**

**Mr. Langschultz seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Langschultz - Yes  
Mr. Neats – Absent at time of vote  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Public Portion**

No public comments.

### **Correspondence**

Girl Scout Daisy Troop # 98594 requested use of the facility for every other Wednesday through June 5, 2024 to hold their meetings. Discussion followed.

The Friends of the Library sent a thank you to the Board in memory of Jen Murray's Dad, Thomas Ahearn.

President Neats discussed a flyer from the NJ State Library's NJ Connect service.

**Motion by Ms. Rivas to approve the application.**

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



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

Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Mr. Neats - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **President's Report**

President Neats thanked staff working at the Bergenfield Trunk or Treat event on Halloween which was well received and attended.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Ballo reported that the Friends have subsidized a new virtual Library Speakers consortium service which consists of a monthly series of virtual author events.

No report from BCCLS.

#### **Building & Grounds**

Ms. Ballo reported that there have been some rodent issues in the 2<sup>nd</sup> floor ceiling and we will be on a maintenance plan with a pest control company for the next few months.

#### **Finance Committee**

The financial summary was distributed and discussed.

#### **Personnel**

To be discussed in closed session.

#### **Policy**

No report.

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

The Director's report was circulated by mail earlier this week. As discussed at the October meeting, Ms. Ballo has arranged for a staff team building workshop for Friday, December 8<sup>th</sup> and is requesting to close the Library for the day. Part of this training will be subsidized by LibraryLinkNJ. Ms. Ballo is also requesting to close early on Friday, December 29<sup>th</sup> for a different staff development session.

**Motion by Ms. Phipps to approve the Library closing all day on December 8, 2023 and at 1:00 pm on December 29<sup>nd</sup> for staff development.**

**Ms. Deauna seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes



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

The motion carried.

Ms. Ballo discussed the tentative 2024 budget and priorities with the Board. Discussion followed.

### **Trustee Education**

Committee assignments for the Board were discussed and organized for the remainder of 2023.

### **Old Business**

No report.

### **New Business**

**Motion by Ms. Phipps to approve the 2024 Library holiday and closings schedule and the 2024 Board of Trustees meeting dates.**

**Ms. Deauna seconded the motion.**

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

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

Ms. Ballo recommended the Board formally accept the 2022 Audit report from Garbarini & Co. P.C.  
Discussion followed.

**Motion by Ms. Cruz-Betesh to accept the financial statements and audit of the Bergenfield Public Library by Garbarini & Co. P.C.**

**Ms. Phipps seconded the motion**

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

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



Parameters for the 2023 Lucille Tandler Community Service Award were discussed.

Ms. Ballo reviewed the need to go out to bid for a cleaning contract. Discussion followed.

**Motion by Ms. Deauna approving Resolution 2023-09 approving the use of a competitive contracting process for a custodial cleaning contract for the Library.**  
**Ms. Rivas seconded the motion.**

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

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

**Motion by Ms. Phipps to go into closed session to discuss personnel matters.**  
**Ms. Cruz-Betesh seconded the motion.**

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

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

The motion carried. The Board went to closed session at 9:09 pm.

The Board returned to open session at 9:17 pm.

**Motion by Ms. Phipps to approve the Director's intention to raise the rate of all part time personnel in the Library I category to \$29 per hour in order to redress the inequity that was pointed out by the CWA Union, retroactive to September 1, 2023.**  
**Ms. Cruz-Betesh seconded the motion.**

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna - Yes  
Mr. Langschultz - Yes  
Councilman Lodato - Yes  
Mr. Neats - Yes



Ms. Phipps – Yes  
Ms. Rivas - Yes  
Ms. Shaffren - Yes

The motion carried.

### **Adjournment**

**Motion by Ms. Phipps to adjourn the meeting.  
Ms. Rivas seconded the motion.**

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

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

The motion carried.

Meeting adjourned at 9:24 pm.

Respectfully submitted,

*Fanny Cruz-Betesh*

Jennifer Murray, Recorder for  
Fanny Cruz-Betesh, Recording Secretary