



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

**Minutes**  
**November 14, 2024**

**Present**

Thomas Neats, President  
Laurie Phipps, Vice President  
Sorah Shaffren, Recording Secretary  
Marcela Deauna, Treasurer  
Fanny Cruz-Betesh  
Jamie Orlando  
Natalie Rivas  
Allison Ballo, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:33 pm.

**Notification of Public Meeting**

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

**Minutes**

**Motion by Mr. Orlando to accept the October 10, 2024 meeting minutes and the October 21, 2024 emergency 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. Neats – Yes  
Mr. Orlando - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes

The motion carried.

**Bills**

**Motion by Ms. Phipps to accept the November 14, 2024 bill list.**

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

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Neats – Yes  
Mr. Orlando - Yes



Ms. Phipps – Yes  
Ms. Rivas – Yes

The motion carried.

### **Public Portion**

No public comments.

### **Correspondence**

None.

### **President's Report**

President Neats thanked the members of the Board who were able to attend the emergency meeting last month. President Neats also thanked the staff working at the Bergenfield Trunk or Treat event on Halloween which was well received and attended.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Ballo shared that the train panels for the Children's room should be installed by the end of the year.

No report from BCCLS.

#### **Building & Grounds**

The annual HVAC maintenance contract for service from 2025 was received from O'Neill Contracting, Inc. in the amount of \$4,944.00.

**Motion by Ms. Cruz-Betesh to approve the annual maintenance contract with O'Neill Contracting, Inc.**

**Ms. Deauna seconded the motion.**

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

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

The motion carried.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

Ms. Ballo advised she would like to meet with the personnel sub-committee before the end of the year to discuss a title change for a full time employee who will be obtaining their MLS degree in December.

### **Policy**

No report.



### **Director's Report**

The Director's report was circulated by mail earlier this week. Ms. Ballo advised the board that she was called for Grand Jury duty in Passaic County beginning December 6<sup>th</sup>. Should she be picked to serve, this would require her to be out every Friday for 20 weeks. Ms. Ballo requested a half day closure on Wednesday, December 18<sup>th</sup> for staff development.

### **Trustee Education**

Per the Board's request at the September meeting, Ms. Ballo shared more information regarding the Freedom to Read movement and a draft of a proposed resolution. Discussion followed. Per concerns from Ms. Phipps, Ms. Ballo will revise the resolution and present it again at the December meeting.

### **Old Business**

The Board revisited the discussion regarding the NJ Cash Management Depository as an option per our auditor's recommendation. Ms. Deauna, the Board Treasurer, will look into the current rates and discuss with Ms. Ballo for a final decision to be made in December.

### **New Business**

Parameters for the 2024 Lucille Tandler Community Service Award were reviewed and discussed.

Ms. Ballo discussed the tentative 2025 budget and priorities for the upcoming year with the Board. Discussion followed.

**Motion by Ms. Cruz-Betesh recommending Ms. Ballo submit the proposed 2025 Operating Budget to the Borough.**

**Ms. Phipps seconded the motion.**

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

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

The motion carried.

Ms. Ballo reported that the notices went out for bids on 11/4/24 from the architects Arcari and Iovino for the young adult room improvement project. The bids are due back on 12/3/24 and she anticipates the Board would appoint a contractor at the December meeting. Discussion followed. Ms. Ballo presented a resolution to join another purchasing cooperative for future hardware and AV equipment.

**Motion by Ms. Phipps to approve Resolution 2024-17 authorizing the library to enter into a nation cooperative purchasing agreement – Sourcewell Cooperative Purchasing Program.**

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

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

Ms. Cruz-Betesh - Yes  
Ms. Deauna – Yes  
Mr. Neats – Yes



Mr. Orlando - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes

The motion carried.

### **Adjournment**

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

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

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

The motion carried.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

*Sorah Shaffren*

Jennifer Murray, Recorder for  
Sorah Shaffren, Recording Secretary