



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING
Conducted virtually via Zoom

Minutes
February 13, 2025

Present

Thomas Neats, President
Laurie Phipps, Vice President
Jamie Orlando, Treasurer
Sorah Shaffren, Recording Secretary
Fanny Cruz-Betesh
Natalie Rivas
Christopher Langschultz, Alternate for Superintendent of Schools
Allison Ballo, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:32 pm.

Notification of Public Meeting

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

Minutes

Motion by Ms. Phipps to accept the January 9, 2025 meeting minutes.
Ms. Rivas seconded the motion.

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

Ms. Cruz-Betesh – Yes
Mr. Neats - Yes
Ms. Phipps – Yes
Mr. Orlando - Yes
Ms. Shaffren – Absent at time of vote
Ms. Rivas - Yes
Mr. Langschultz - Yes
The motion carried.

Bills

Motion by Ms. Cruz-Betesh to approve the February 13, 2025 bill list.
Mr. Langschultz seconded the motion.

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

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



Mr. Langschultz - Yes
The motion carried.

Public Portion

No public comments.

Correspondence

A room request was received from Frank Delgado to use the Friends room to start a weekly ADHD support group. Discussion followed.

Motion by Mr. Orlando to approve Mr. Delgado's use of the Friends for bi-monthly meetings through the end of May to start. The Board will revisit this request based on attendance at the June meeting.

Ms. Phipps seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes

The motion carried.

President's Report

President Neats reported on visits to the library and the current construction project.

Committee Reports

BCCLS and Friends

Ms. Ballo shared a flyer regarding BCCLS services.

The Friends are still on hiatus for the winter.

Building & Grounds

Ms. Ballo discussed the quote for the service contract renewal for Assa Abloy to maintain the exterior swinging door mechanism. The contract renewal is for \$3,762.22. which is an increase of \$342.02.

Motion by Ms. Cruz-Betesh to contract with current vendor Assa Abloy.

Ms. Rivas seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes



The motion carried.

Finance Committee

The financial summary was distributed and discussed.

Ms. Ballo discussed the Merchant bank account where our Square credit card charges are automatically deposited. Ms. Ballo recommends setting guidelines for transfers so the funds go into the Operating account.

Motion by Ms. Phipps to authorize Ms. Ballo to transfer balances over \$20,000 from the Square Merchant bank account to the Operating account at the end of each month.
Mr. Orlando seconded the motion.

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

Ms. Cruz-Betesh – Yes
Mr. Neats - Yes
Ms. Phipps – Yes
Mr. Orlando - Yes
Ms. Shaffren – Yes
Ms. Rivas - Yes
Mr. Langschultz - Yes
The motion carried.

Personnel

No report

Policy

Ms. Ballo discussed drafts of the Display policy and the application form the Policy Committee had worked on. Discussion followed.

Motion by Ms. Shaffren to approve the revised Display and Exhibits Policy and application form.
Ms. Phipps seconded the motion.

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

Ms. Cruz-Betesh – Yes
Mr. Neats - Yes
Ms. Phipps – Yes
Mr. Orlando - Yes
Ms. Shaffren – Yes
Ms. Rivas - Yes
Mr. Langschultz - Yes
The motion carried.

Director's Report

Ms. Ballo informed the Board that she has been asked to be on the committee for the Mayor's Wellness Campaign. Ms. Ballo reported on the progression of the construction for YA CPF Grant project. Ms. Ballo discussed change orders not part of the original bid which the Board must approve. Per our attorney, the Board can authorize Ms. Ballo to approve change orders under a certain threshold. Change orders above a certain threshold can be approved by the Grant sub-committee. Discussion followed.



Motion by Ms. Phipps approving Resolution 2025-10 regarding Change Orders for the CPF Grant Project.

Ms. Deauna seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes

The motion carried.

Motion by Ms. Phipps authorizing Ms. Ballo the ability accept change orders under \$4,000. In the event there are change orders over that amount, Ms. Ballo will bring them to the Grant sub-committee for approval.

Ms. Shaffren seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes

The motion carried.

Motion by Ms. Cruz-Betesh approving a change order in the amount of \$5687.00 for the CPF Grant Project.

Ms. Shaffren seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes

The motion carried.

Trustee Education

President Neats shared that grant and bid process would be considered Trustee education. Mr. Orlando reported on attending a Value of BCCLS workshop.



Old Business

No report.

New Business

Candidates for the 2024 Lucille Tendler Community Service Award were introduced. Discussion followed.

Adjournment

Motion by Mr. Orlando to adjourn the meeting.

Ms. Shaffren seconded the motion.

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

Ms. Cruz-Betesh – Yes

Mr. Neats - Yes

Ms. Phipps – Yes

Mr. Orlando - Yes

Ms. Shaffren – Yes

Ms. Rivas - Yes

Mr. Langschultz - Yes

The motion carried.

Meeting adjourned at 8:55 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Recording Secretary