



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

**Minutes**  
**March 20, 2025**

**Present**

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

President Neats called the meeting to order at 7:30 pm.

**Notification of Public Meeting**

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

**Minutes**

**Motion by Ms. Phipps to accept the February 13, 2025 meeting minutes and the March 12, 2025 emergency meeting minutes.**

**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  
Mr. Langschultz - Yes

The motion carried.

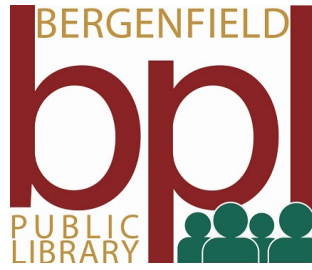
**Bills**

**Motion by Ms. Cruz-Betesh to approve the March 20, 2025 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. Neats – Yes  
Mr. Orlando - Yes



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

The motion carried.

### **Public Portion**

No public comments

### **Correspondence**

No report

### **President's Report**

President Neats welcomed the members of the Junior Library Council who were attending the meeting. President Neats shared the activities he participated in for Dr. Seuss Day and Read Across America. President Neats discussed the statistics report in the Trustee packet showing library usage up in almost all categories.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Ballo shared a flyer from BCCLS regarding upcoming workshops with the Board.

The Friends had no report.

#### **Building & Grounds**

Country Green Landscaping submitted a contract for landscaping for 2025 as well as a quote for snow removal. The landscaping contract stayed the same as previous years at \$2,685.00.

**Motion by Mr. Orlando to contract with current vendor Country Green Landscaping.  
Ms. Cruz-Betesh seconded the motion.**

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

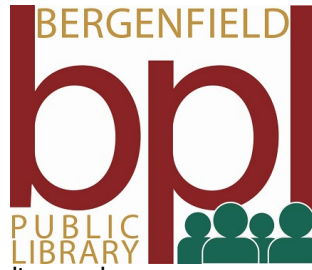
Ms. Cruz-Betesh – Yes  
Ms. Deauna - Yes  
Mr. Neats – Yes  
Mr. Orlando - Yes  
Ms. Phipps – Yes  
Ms. Rivas - Yes  
Mr. Langschultz - Yes

The motion carried.

Ms. Ballo reported that a cage on the HVAC unit covering the ESL wing of the building broke and will need to be repaired by O'Neill Contracting at an expense of \$5,600.00.

Ms. Ballo also reported that the elevator has a leaky valve, sometimes resulting in a jerking motion when it has been sitting idle for a bit. The technician advised that the elevator is safe and would pass inspection so it is not an emergency repair at this time. The quote for the future repair was \$23,500.

### **Finance Committee**



The financial summary was distributed and discussed.

### **Personnel**

Ms. Ballo advised she will be reaching out to the Personnel Committee to discuss personnel matters.

### **Policy**

No report.

### **Director's Report**

Ms. Ballo shared the State Report was included in the packets delivered to the Board for their review. Ms. Ballo shared that the CFO of the Borough advised her that \$25,000 of a grant they received had been allocated for the library. It was also stated that per the terms of the grant, the Library only has until the end of June to spend this money. Options for where the funds could be best utilized within that time constraint were shared. Discussion followed. At the request of the Board, Ms. Ballo will provide information at the April board meeting on the various possibilities.

### **Trustee Education**

President Neats referenced the BCCLS flyer Ms. Ballo had included in the packet.

### **Old Business**

Ms. Ballo reported on the progression of the construction for YA Room project.

### **New Business**

President Neats presented Resolution #2025-12 for the purchase of a monitor display for the YA Room.

**Motion by Mr. Langschultz adopting Resolution #2025-12 Authorizing the Purchasing of Monitor Display Equipment for the Young Adult Room Project.**

**Mr. Orlando 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 – Abstained  
Ms. Rivas - Yes  
Mr. Langschultz - Yes

The motion carried.

Applications for the 2024 Lucille Tendler Community Service Award were discussed.

**A motion was made by Mr. Orlando to select Mr. T.J. Lee as the 2024 recipient of the Lucille Tendler Community Service Award.**

**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  
Mr. Langschultz - Yes

The motion carried. Ms. Ballo will follow up with the family of Mr. Lee regarding the award.

The April 10th meeting was discussed and it was determined to be held in person at the Library.

### **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  
Mr. Langschultz - Yes

The motion carried.

Meeting adjourned at 8:38 pm.

Respectfully submitted,

*Sorah Shaffren*

Jennifer Murray, Recorder for  
Sorah Shaffren, Recording Secretary