



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes
May 8, 2025**

Present

Thomas Neats, President
Laurie Phipps, Vice President
Sorah Shaffren, Recording Secretary
Allison Ballo, Director
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:40 pm.

Notification of Public Meeting

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

Minutes

We did not have a quorum of the Trustees present to approve the April 10, 2025 meeting minutes. The April minutes will be formally approved at the June 12, 2025 meeting.

Bills

We did not have a quorum of the Trustees present to approve the May bill list. The May bill list will be formally approved at the June 12, 2025 meeting.

Public Portion

No report

Correspondence

No report

President's Report

President Neats reported he has attended several toddler story hours over the past few weeks run by different staff members of the Children's Department. President Neats noted parents and caregivers did not stick around after the story as they did in the past. Ms. Ballo shared that the Friends are purchasing an additional play table for the Children's Room.

Committee Reports

BCCLS and Friends

No report for BCCLS

The Friends will be hosting a Town Wide Garage sale September 27th & 28th. Registrations begins on July 1st. The Friends will be on hiatus through the summer.

Building & Grounds

No report.

**Finance Committee**

The financial summary was distributed but discussion postponed to next meeting.

Personnel

Ms. Ballo will be emailing the Personnel committee regarding an accommodation request. Ms. Ballo shared she has begun the first round of interviews for the Lending Services and Acquisitions Supervisor position.

Policy

Ms. Ballo shared she will be working on policy updates as related to requirements from the State Library to satisfy terms of the CPF Grant.

Director's Report

Circulated in mailed packet. No additional report.

Trustee Education

No report.

Old Business

Ms. Ballo provided an update to the elevator and quotes received. Discussion followed. Ms. Ballo recommended the Board have a sub-committee for any future elevator project.

Ms. Ballo provided an update to the progression of the construction for YA Room project as well as the latest field report. Ms. Ballo shared ideas for the additional funds being allotted to this project from the State. The change order for the water fountain was discussed. An email for approval will be sent to the sub-committee.

New Business

Revisions to the 2025 Operating Budget were discussed at length. Ms. Ballo will take the trustee feedback into consideration. No action was taken due to the absence of a quorum. Ms. Ballo will present further revisions to the budget at the June meeting.

Adjournment

Meeting adjourned at 8:40 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Recording Secretary