



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

**Minutes**  
**November 12, 2020**

**Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Marcela Deauna, Treasurer (joined 7:34 pm)  
Laurie Phipps  
Sarah Shaffren (joined 8:00 pm)  
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**

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps to accept the October 8, 2020 meeting minutes. All in favor with the exception of Mr. Langschultz who abstained because he was not present at that meeting. Motion carried.**

**Bills**

**A motion was made by Dr. Reynoso, seconded by Ms. Chittum to approve the November 12, 2020 bill list. All in favor. Motion carried.**

**Public Portion**

No public comments.

**Correspondence**

President Neats acknowledged a thank you card sent to the Board by Ms. Ballo concerning her recent marriage.

**President's Report**

President Neats took a moment to recognize and thank all Veterans for their service. President Neats shared that he attended the NJSL Virtual Trustee Institute and found it very informative. The virtual meeting policy came from that session. He also virtually attended the NJEA convention. President Neats reported that he has visited library a few times and complimented the new story walk has a new story. President Neats mentioned the Friends annual appeal has been sent out.



## **Committee Reports**

### **BCCLS and Friends**

Friends are on still on hiatus due to COVID.

Ms. Ballo reported that BCCLS data shows circulation is down for all libraries due to COVID.

### **Building & Grounds**

Ms. Ballo informed the Board that the AC unit for the IT closet where our servers are kept has died. O'Neill Contracting provided a quote for \$4,800 to permanently correct the problem. The alternative would be to purchase another portable AC unit for the time being. The topic was tabled for future review.

### **Finance Committee**

The financial summary was distributed and discussed.

### **Personnel**

No report.

### **Policy**

President Neats shared that the NJSL Trustee Institute strongly recommended libraries having a Virtual Meeting policy if holding meetings via Zoom. Discussion followed. Ms. Phipps recommended amending the policy to state that closed sessions will not be recorded, which follows the in-person meeting policy. President Neats recommended tabling the policy until the December meeting so proposed changes can be made.

### **Director's Report**

Ms. Ballo requested an early closure on December 16<sup>th</sup> for staff development.

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to allow the Library to close at 1:00 pm on Wednesday, 12/16 for staff development. All in favor. Motion carried.**

Ms. Ballo provided an update on the library status with FEMA. The Libraries application has been updated and all expenses have been submitted. Bergenfield OEM has submitted the same expenses to Bergen CARES.

The Library was not selected for the first round of the State's Construction Grant for the YA room project. Discussion followed covering libraries that did receive funding and future options for reapplying. The Boroughs prior appropriation can be used for other capital improvement projects such as LED lighting and new HVAC units. Dr. Reynoso asked if the grant writers had any feedback as to why we did not get the grant. Ms. Ballo has not heard from them but will reach out to them. Ms. Shaffren raised the topic of solar panels in response to the LED lighting and a lengthy discussion followed. The Board requested Ms. Ballo set up a presentation with PSE&G to learn more about their Direct Install program at the 12/17 Board meeting.

### **Trustee Education**

President Neats provided a summary of the NJSL Virtual Trustee Institute seminar he attended. Topics included security and training for staff, COVID related concerns and emergency paid leave, a Virtual Meeting policy and advocacy tips.

Ms. Chittum shared that she recently attended a BCCLS Trustee Institute continuing education.



### **Old Business**

The Board revisited discussions about potentially changing banks. Discussion of options and rates at area banks followed.

**A motion was made by Ms. Phipps, seconded by Ms. Chittum, to move the Bergenfield Library checking accounts to NVE Bank. All in favor. Motion carried.**

Resolution #2020-11 Authorizing Depository for Library Funds was introduced.

**A motion was made by Dr. Reynoso, seconded by Mr. Langschultz, to approve Resolution #2020-11 Authorizing Depository for Library funds, amended to clarify only the checking accounts will be moved.**

No further action on the other financial accounts will be taken at this point.

### **New Business**

Ms. Ballo discussed the timeline for the Lucille Tandler award and the Board agreed to keep it the same as in the past.

The 2021 proposed Operating budget was distributed by mail and discussed. This proposed budget reflects a 2.8% increase in overall expenses. The increased request is specifically related to COVID expenses and state mandated minimum wage requirements. New services for 2021 would include: expanded Friday hours in July and August, continued access to Kanopy stream and Brainfuse virtual tutoring, Passport acceptance processing service during all hours of operation and new items for circulation including STEAM kits, Roku sticks with streaming subscriptions and Launchpads.

**A motion was made by Dr. Reynoso, seconded by Ms. Phipps recommending Ms. Moonitz submit the proposed 2021 Operating Budget to the Borough. All approved. Motion carried.**

Ms. Ballo advised the Board that she would begin advertising for the part time ESL Coordinator position next week.

### **Adjournment**

President Neats inquired about the December 17, 2020 Library Board of Trustees meeting and the consensus was to continue with the virtual meetings for the time being. President Neats took a moment to wish everyone a happy and healthy Thanksgiving.

**A motion was made by Ms. Phipps, seconded by Ms. Deauna, to adjourn the meeting. Meeting was adjourned at 9:41 pm.**

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary