



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING

**Minutes
April 11, 2024**

Present

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

President Neats called the meeting to order at 7:37 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 Mr. Orlando, to accept the March 14, 2024 meeting minutes. All in favor. Motion carried.

Bills

A motion was made by Mr. Langschultz, seconded by Ms. Rivas, to approve the April 11, 2024 amended bill list. All in favor. Motion carried.

Public Portion

No report

Correspondence

Mr. Nelson Reynoso corresponded with Ms. Ballo about collaborating on activities to be held during National Spanish Heritage Month and included a donation on behalf of the Spanish American Cultural Association.

President's Report

President Neats reported that the Finance committee, Personnel committee and Grant Construction committees have all met recently. Discussion followed.

Committee Reports

BCCLS and Friends

Ms. Ballo shared the Friends will be holding a Dine to Donate at Tommy Fox's in June.



Ms. Ballo reported that the Teaneck Public Library will be closing in September for an extensive construction project and staff will be working in other BCCLS libraries for the duration. The director of Teaneck has requested to place her Head of Youth Services at our library for the 9 to 12-month period they are closed.

Building & Grounds

No report.

Finance Committee

The financial summary was distributed and discussed

Personnel

Ms. Ballo discussed the creation of a new custodian position for the Library.

Policy

No report

Director's Report

The Borough sent out the financial disclosure information that the Trustees must complete by April 30th. Ms. Ballo shared that the next all staff meeting will be on May 2nd and historically this has been the Staff Appreciation breakfast and the Board is invited to attend. Ms. Ballo recommended that the board add 3 additional signatories to the CPF Grand legal agreement. Discussion followed.

A motion was made by Ms. Rivas, seconded by Mr. Langschultz, to add the Board President, Vice President and Treasurer as signatory for activities related to the CPF Grant.

Trustee Education

President Neats discussed how the Grant process has been a learning experience for all of the Trustees.

Old Business

Updated policies introduced at the March meeting were discussed.

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Rivas to approve the following updated policies:

- **Meeting Room Usage**
- **Acceptable Internet Usage**
- **Library Programming.**

All in favor. Motion carried.

New Business

Ms. Ballo presented the Board with a financial summary and narrative of the revised 2024 Operating Budget. Discussion followed.

A motion was made by Mr. Langschultz, seconded by Ms. Rivas, to approve the revised 2024 Operating Budget for the Bergenfield Library. All in favor. Motion carried.

President Neats discussed creating a new part time custodian position instead of contracting with a cleaning company as a cost saving measure for the Library. Discussion followed.

A motion was made by Ms. Rivas, seconded by Mr. Orlando, to create a new position for a part time Custodial position for the cleaning of the Library. All in favor. Motion carried.



President Neats reviewed the seven Architectural companies that submitted RFQ's for the upcoming construction project. Discussion followed. The Grant Construction committee narrowed their selection to 2 candidates, Arcari + Iovino Architects and RSC Architects, who will be invited to the May 9th meeting to meet with full Library Board.

President Neats read and reviewed Resolution 2024-12 authorizing Ms. Ballo to act as the accountability officer for the Capital Project Funds Grant.

A motion was made by Ms. Cruz-Betesh, seconded by Ms. Deauna, to approve Resolution 2024-12 Authorizing Accountability Officer for Capital Project Funds Grant. All in favor. Motion passed.

A motion was made by Ms. Deauna, seconded by Ms. Cruz-Betesh to closed session to discuss personnel matters. All in favor. Motion carried.

The Board went to closed session at 8:36 pm.

The Board returned to open session at 8:46 pm.

A motion was made by Ms. Cruz Betesh, seconded by Ms. Deauna to promote the following employees:

- **Michela Keenan, Librarian I, from part time to full time at an annual salary of \$53,500, effective 4/22/2024.**
- **Mini Pavithran, Library Associate, from part time to full time at an annual salary of \$52,000, effective 4/29/2024.**

All in favor. Motion carried

President Neats reported that the Negotiations committee reviewed the proposal from the Union for the new contract with our attorney and they will be meeting with CWA on April 23, 2024. President Neats also acknowledge Ms. Ballo, commending her for the outstanding job she has been doing with the additional workload from the Capital Projects Fund Grant.

Adjournment

A motion was made by Mr. Orlando, seconded by Mr. Langschultz, to adjourn the meeting. All in favor. The motion carried.

Meeting adjourned at 8:53 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Recording Secretary