



BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING
Conducted virtually via Zoom

Minutes
January 9, 2025

Present

Thomas Neats, President
Laurie Phipps (joined at 8:24 pm)
Marcela Deauna
Sorah Shaffren
Natalie Rivas
Jamie Orlando
Christopher Langschultz, Alternate for Superintendent of Schools
Thomas Lodato, Council Liaison (joined at 7:47 pm)
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.

Oath of Office

President Neats administered the Oath of Office to Ms. Marcela Deauna who was reappointed as Trustee of the Bergenfield Public Library.

President Neats administered the Oath of Office to Ms. Sorah Shaffren who was appointed as Trustee of the Bergenfield Public Library.

Reorganization - Election of 2025 Officers:

Motion by Ms. Deauna, nominating Mr. Tom Neats as President, Ms. Laurie Phipps as Vice President, Mr. Jamie Orlando as Treasurer and Ms. Sorah Shaffren as Recording Secretary for 2025.
Mr. Langschultz seconded the motion.

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Absent at time of vote
Mr. Langschultz – Yes

The motion carried.

Minutes

Motion by Mr. Langschultz to accept the December 12, 2024 meeting minutes.



Ms. Deauna seconded the motion.

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Absent at time of vote
Mr. Langschultz – Yes

The motion carried.

Bills

**Motion by Mr. Orlando to approve the December 31, 2024 bill list.
Mr. Langschultz seconded the motion.**

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Absent at time of vote
Mr. Langschultz – Yes

The motion carried.

Public Portion

No public comments.

Correspondence

No correspondence

President's Report

President Neats reported he has been in to discuss the upcoming YA room construction with Ms. Ballo and attended a pre-construction meeting with Ms. Ballo, Mr. Langschultz, the contractor and architect. President Neats also shared he spent some talking to Denise Lester, head of Youth Services, and felt she was extremely enthusiastic about upcoming projects.

Committee Reports

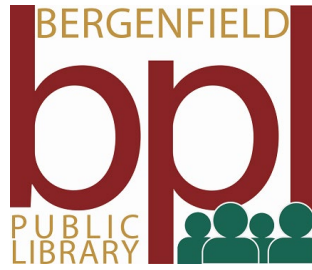
BCCLS and Friends

Friends are currently on hiatus.

Ms. Ballo shared a flyer in the Board packet regarding an upcoming BCCLS event.

Building & Grounds

No report.



Finance Committee

The financial summary was distributed and discussed.

Personnel

Ms. Ballo reported that we have hired a new part time janitor.

Policy

Ms. Ballo will be requesting to meet with the Policy committee to update the Exhibits policy and application.

Director's Report

Ms. Ballo reported that the state did not renew their contract with Bank of America for procurement card services so we are in the process of setting up an account with US Bank, the new contracted vendor.

Trustee Education

President Neats referenced the BCCLS flyer Ms. Ballo previously mentioned.

Old Business

Ms. Ballo reported on the pre-construction meeting that took place and advised the Board that construction was set to begin on February 3rd. A vendor will be coming on site to remove and discard the furniture that we are not keeping, as well as moving computers and workstations. PR is being prepared to share with the public so they are aware of any the temporary inconveniences patrons may have to deal with. All furniture has been ordered and is scheduled for delivery on June 1st and Ms. Ballo expects to do a soft launch of the new YA room over the summer. Once the school year starts in September, we will plan for a more formal ribbon cutting with the Board, Mayor and Council and Board of Education all invited to attend.

New Business

In accordance with New Jersey Public Contracts Law, the following resolutions were presented:

- Resolution 2025-01 – Award of Contracts to Purchase Periodicals
- Resolution 2025-02 – Award of Contracts to Purchase Books and Publications
- Resolution 2025-03 – Award of Contracts to Purchase Audiovisual Items
- Resolution 2025-04 – Resolution for Library Depository
- Resolution 2025-05 – Authorization of Purchasing Agent to Award Contracts
- Resolution 2025-06 – Authorization to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum
- Resolution 2025-07 – Resolution to enter into Cooperative Pricing Agreement
- Resolution 2025-08 – Resolution for establishing Procurement Card Policies and Procedures
- Resolution 2025-09 – Resolution Listing Account Deposited At New Jersey Cash Management Fund

**Motion by Ms. Deauna to approve Resolution #2025-01, Resolution #2025-02 and Resolution #2025-03.
Ms. Rivas seconded the motion.**

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

Ms. Deauna - Yes

Mr. Neats - Yes

Mr. Orlando - Yes

Ms. Phipps – Absent at time of vote

Ms. Rivas – Yes

Ms. Shaffren – Absent at time of vote



Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

Motion by Ms. Deauna to approve Resolution #2025-04 authorizing NVE Bank and New Jersey Cash Management Fund as the designated depositories for the Library and Resolution 2025-09 listing account deposited at New Jersey Cash Management Fund.

Mr. Langschultz seconded the motion.

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

Motion by Ms. Deauna to approve Resolution 2025-05 authorizing purchasing agent; Resolution #2025-06 for payment of bills in the event there is no Board meeting and Resolution 2025-07 to enter cooperative pricing agreement.

Mr. Orlando seconded the motion.

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

Motion by Ms. Deauna to approve Resolution #2025-08 establishing procurement card policies and procedures.

Mr. Langschultz seconded the motion.

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

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



Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

**Motion by Mr. Langschultz recommending President Neats sign the Certificate of Compliance which certifies that the Bergenfield Library is in compliance with BCCLS membership requirements.
Ms. Rivas seconded the motion.**

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Absent at time of vote
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

The February 13th meeting was discussed and it was decided that it would be best to hold it via Zoom.

Adjournment

**Motion by Ms. Shaffren to adjourn the meeting.
Ms. Deauna seconded the motion.**

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

Ms. Deauna - Yes
Mr. Neats - Yes
Mr. Orlando - Yes
Ms. Phipps – Yes
Ms. Rivas – Yes
Ms. Shaffren – Yes
Councilman Lodato – Yes
Mr. Langschultz – Yes

The motion carried.

Meeting adjourned at 8:32 pm.

Respectfully submitted,

Sorah Shaffren

Jennifer Murray, Recorder for
Sorah Shaffren, Recording Secretary