

Free Public Library of Berkeley Heights
Board of Trustees September 9, 2024 Regular Meeting

1. Roll Call

BHPL Board Vice- President Diane O'Halloran called the meeting to order at 7:05pm. O'Halloran read the following statement: 'This was contained in a list of meetings approved on December 11, 2023. Advance notice has been advertised in the Courier News, Star Ledger, BHPL's Website and forwarded to TAPinto Berkeley Heights and the Clerk's Office.'

Roll Call:

Board members present, in person: Mary Jean Barnes, Donna Boyd, Linda Nessenson, Diane O'Halloran, BH Superintendent of Schools Alternate Mary Niedenfuhr

Board member present, via Zoom: BH Mayor's Alternate Chris Reilly

Board member absent: Ann Bunyaner

Also present, in person: BHPL Director Amy Steinbauer

O'Halloran welcomed BH Superintendent of Schools Alternate Mary Niedenfuhr to the Board.

2. Secretary's Report

Nessenson made a motion to permit Boyd to prepare the September meeting minutes, Barnes seconded the motion, and the motion was approved unanimously. Boyd abstained.

Nessenson motioned to approve the proposed August 12, 2024 draft Board Meeting Minutes, which was seconded by Barnes. Boyd abstained. The motion passed.

3. Treasurer's Report

Nessenson advised she contacted Citizens Bank to take the final steps needed for closure of two escrow accounts.

Nessenson moved, seconded by Barnes, to approve the August 2024 Financial Worksheet. The motion was approved unanimously.

Boyd moved to approve the September 9, 2024 bills list, as amended, in the amount of \$20,961.32. The motion was seconded by Nessenson. All approved the motion.

4. Correspondence and Gifts

No items to report.

5. Board Reports

Technology: Nessenson reported that the committee is recommending that the BHPL seek to join the MAIN Library Alliance, a consortium which offers an integrated library system with shared services, access to increased circulation and robust tech support. It is anticipated that the BHPL can migrate to the MAIN system in June 2025. Migration expenses will be offset by a savings in annual ILS and tech services costs.

Nessenson reported that the BHPL's tech infrastructure has significantly aged and will need to be upgraded prior to onboarding to MAIN. It is anticipated that new equipment and tech service is needed. MAIN has the ability to provide specialized assistance with equipment and tech services prior to migration. The Board decided to hold a special Board Meeting on September 16, 2024, to vote on MAIN membership and the purchase of any related equipment and tech services needed for migration to MAIN.

Marketing: Barnes reported that Boyd and Barnes received four different proposals for updating the website. The committee recommended hiring Renaissance Web Solutions as they specialize in library website services. O'Halloran moved to hire Renaissance Web Solutions and to purchase needed website updates, in an amount not to exceed \$8,000.00. Nessenson seconded the motion which passed unanimously.

Foundation/Friends of the Library: The committee reported that paperwork and filings are moving forward.

Facilities: Chair legs were replaced on Children's Room furniture. Steinbauer is looking into purchasing additional display shelving. Steinbauer spoke at a Town

Hall meeting about water leaks. She will ask the Township for a mold check, including an inspection of insulation and rugs.

6. Citizen's Hearing (Name and Address)

No citizens were present.

7. Director' Report

Steinbauer's highlights included a report that the hiring of the Youth Services position is moving forward. The summer reading program had over 700 participants and the program is being assessed. Steinbauer reviewed the monthly Marketing report and Statistics report including collection and circulation numbers. The Library of Things has seen increased usage likely due to moving the kiosk to the front of the library.

8. Liaison's Report

Neidenfuhr reported that she is promoting library card sign-ups to students and that Steinbauer is working to attend back to school nights.

9. Old Business

Assistant Director job ad: Steinbauer reported that it was anticipated that the job ad will be posted by the end of September. Nessesnon moved and Boyd seconded to approve a salary range for the Assistant Director position in the amount of \$85,000-\$91,000. The motion was passed unanimously.

10. New Business

O'Halloran moved to void checks #009913, 009912, 009911, 009910, 009909, 009908, and 009907 due to a misprint. Nessenson seconded the motion, and the motion passed unanimously.

11. Executive Session

No session needed.

12. Adjournment

There being no further business, O'Halloran moved to adjourn the meeting at 9:16pm, seconded by Nessenson, and the motion was approved.

Minutes approved: October 2024