

Free Public Library of Berkeley Heights  
Board of Trustees October 14, 2024 Regular Meeting Minutes

**1. Roll Call**

BHPL Board President Ann Bunyaner called the meeting to order at 7:06pm. Bunyaner 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, Ann Bunyaner, Linda Nessenson, Diane O’Halloran, BH Superintendent of Schools Alternate Mary Niedenuhr, BH Mayor Alternate Chris Reilly

Also present in person: BHPL Director Amy Steinbauer

**2. Secretary’s Report**

Bunyaner made a motion to permit Boyd to prepare the October Board meeting minutes. O’Halloran seconded the motion, Boyd abstained, and the motion was approved.

Barnes motioned to approve the proposed September 9, 2024 draft Board Meeting Minutes, which was seconded by Nessenson. Bunyaner abstained. The motion passed.

Nessenson motioned to approve the proposed September 16, 2024 draft Board Special Meeting Minutes, which was seconded by Barnes. Reilly abstained. The motion passed.

**3. Treasurer’s Report**

Nessenson advised that the balance of the funds remaining in the closed escrow accounts have been moved to a different BHPL account.

Boyd moved, seconded by Bunyaner, to approve the amended September 2024 Financial Worksheet. The motion was approved unanimously.

Nessenson moved to approve the October 14, 2024 bills list in the amount of \$41,141.18. The motion was seconded by Bunyaner. The motion was approved unanimously. The Township of BH Budget Transaction Audit Trail dated 10/7/24 was reviewed.

#### **4. Correspondence and Gifts**

Four patrons made donations totaling \$75.00. Bunyaner expressed the Board's appreciation for these gifts.

#### **5. Board Reports**

Bunyaner advised that her term as BHPL Board member is concluding at the end of 2024 and that she will not be seeking to renew her position. The Board expressed their gratitude for Bunyaner's many years of service on the BHPL Board.

Technology: Nessenson reported that MAIN visited the BHPL and reviewed its technology. It is anticipated that onboarding to MAIN will occur in August, 2025. An upgrade to the BHPL technology system will begin in November 2024 after which time an assessment will be made regarding the server.

Marketing: Boyd reported that the committee is finalizing the contract with Renaissance Web Solutions.

Friends of the Library: The committee reported that filings are complete, and an Executive Board is in place. Additionally, the BHPL Board member liaison to the Friends will be a voting member of the new Friends Board.

#### **6. Citizen's Hearing (Name and Address)**

No citizens were present.

#### **7. Director' Report**

Steinbauer's highlights included a report that ads were posted for the Assistant Director and Circulation Assistant positions. The BHPL 71<sup>st</sup> Birthday Celebration was a huge success. Steinbauer reported that the BH Township is in mediation regarding water leaks in the Municipal Building. Steinbauer will contact the Township Administrator to request a full mold inspection of the

BHPL. Board member Reilly will contact the Mayor as well regarding a mold inspection. A Marketing Report was shared.

## **8. Liaison's Report**

Neidenfuhr reported that students have been enthusiastic about receiving BHPL cards. Reilly had no report.

## **9. Old Business**

None.

## **10. New Business**

Hours of closure for year: Steinbauer presented recommendations for additional 2024 closing times at the BHPL. Bunyaner moved to amend the BHPL Calendar, seconded by Barnes as follows:

- a) The BHPL will be closed on the day after Thanksgiving, Friday November 29, 2024;
- b) The BHPL will close at 2:00pm on Saturday December 7, 2024 for the BH Winter Walk; and
- c) The BHPL will close at 1:00pm on New Years Eve, Tuesday December 31, 2024.

The motion was approved unanimously. The BHPL will remain open on Veterans Day, Monday November 11, 2024.

Mill Rate 2025: The mill rate that the BHPL will receive in 2025 was reviewed.

## **11. Executive Session**

Bunyaner read a Resolution pursuant to N.J.S.A. 10:4-12, Moving the Public Meeting into Executive Session, to discuss personnel. Bunyaner moved to approve the Resolution, seconded by Nessenson. All voted in favor and the motion passed. The Executive Session ended at 8:38pm.

Bunyaner reported that no action had been taken in Executive Session.

Bunyaner motioned to hire Juliana Schicho as BHPL Youth Services Department Head with an annual salary of \$70,000.00. Nessenson seconded the motion. All voted in favor, and the motion passed.

## **12. Adjournment**

There being no further business, Boyd moved to adjourn the meeting at 8:40pm, seconded by Bunyaner, and the motion was approved.

Minutes approved as corrected: November 18, 2024