

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

**1. Roll Call**

BHPL Board President Ann Bunyaner called the meeting to order at 7:09pm. 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 Mayor Alternate Chris Reilly

Also present in person: BHPL Director Amy Steinbauer

Absent: BH Superintendent of Schools Alternate Mary Niefenfuhr

**2. Secretary’s Report**

Reilly made a motion to permit Boyd to prepare the December Board meeting minutes. Barnes seconded the motion, Boyd abstained, and the motion was approved.

Boyd motioned to approve the proposed November 18, 2024 draft Board Meeting Minutes, as amended, which was seconded by O’Halloran. All voted in favor and the motion passed.

**3. Treasurer’s Report**

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

Bunyaner moved to approve the December 2024 bills list in the amount of \$82,565.34. The motion was seconded by Boyd. The motion was approved unanimously.

The Township of BH Budget Transaction Audit Trail dated 12/6/24 was reviewed. Nessenson reported that the Township sent an invoice to the BHPL for Compensation Expenses. After discussion, the BHPL Board declined to approve the payment of this invoice as it was believed that these expenses should be deducted from the Library Fund out of the Township's Budget. Nessenson will contact the Township again to try to resolve this matter before the end of 2024.

See Audit 2023 under New Business below.

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

A patron donation was made in the amount of \$1,000.00. Bunyaner expressed the Board's appreciation for this gift to the BHPL.

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

Facilities: Steinbauer will schedule the mold inspection. It was suggested that the Facilities Committee be present. Additionally, it was requested that pictures be sent to the Township when leaking occurs in addition to pictures of any mold. Steinbauer noted that no repair work for the leaking has been scheduled by the Township.

Marketing: Barnes reported that the Committee met, and the website project will be moving forward. The Committee discussed sending out a town-wide newsletter in April and also contacting TAPinto.

Technology: Nessenson reported that plans for upgrades and transitioning to the consortium are moving forward.

Personnel: See new staff hire below.

Capital Plans: Nessenson reported on a proposed extension of the Capital Plan and a proposed transferring of funds from the Operating Account to the Capital Reserve Account to support the extended Capital Plan. Bunyaner read a Resolution adopting the Extended Capital Plan 2024-2029 and the transferring of funds (\$300,000) for such Plan. Bunyaner moved, seconded by O'Halloran, to approve this Resolution. This motion was passed unanimously.

Friends of the Library: O'Halloran reported that the Friends has raised funds and that GL students designed their new logo. O'Halloran participated in the BH Winter Walk downtown.

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

The Board welcomed to the meeting one citizen who did not have questions.

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

Steinbauer reported that she attended an informative Director's Summit in South Carolina. Weeding in the Children's and Adult Departments is ongoing. Many new books have been purchased for the Children's section. A Marketing Report was shared.

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

Reilly reported that she contacted Mayor Devanney to inquire about any available unused space in the Municipal Complex. Steinbauer will contact the Township regarding sharing the schedule for usage of the Conference Room on the first level.

#### **9. Old Business**

None.

#### **10. New Business**

Holiday Scheduling 2025: Steinbauer presented recommendations for the 2025 Holiday Schedule. Bunyaner moved to approve the BHPL Holiday Schedule as proposed by Steinbauer, seconded by Nessenson, and the motion was approved unanimously.

Board Meeting Dates for 2025: The proposed schedule was reviewed, and it was suggested that the August meeting be scheduled instead of being noted as an optional meeting. The proposed schedule was modified so that meeting dates are set for each month in 2025. Barnes moved to approve the 2025 Board Meeting dates, as amended, seconded by Nessenson. All voted in favor, and the motion passed.

Audit 2023: No actionable items were noted. Bunyaner motioned to approve the 2023 Audit, and Barnes seconded the motion. Reilly abstained and the motion passed.

## **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. Barnes moved to approve the Resolution, seconded by Bunyaner. All voted in favor and the motion passed. The Board went into Executive Session which ended at 9:19pm.

The Board left Executive Session. Bunyaner reported that no action had been taken in Executive Session. Bunyaner motioned to hire Maureen Langley as Assistant Director of the BHPL with an annual salary of \$87,000.00. Nessenson seconded the motion. All voted in favor, and the motion passed.

The Board recognized Bunyaner's many years of service as a Board member. The Board thanked Bunyaner for her dedication and work with the BHPL.

## **Adjournment**

There being no further business, Boyd moved to adjourn the meeting at 9:22pm, seconded by Bunyaner, and the motion was approved.

Minutes approved: January 13, 2025