

Free Public Library of Berkeley Heights
Board of Trustees January 13, 2025 Regular Meeting Minutes

BHPL Board member Diane O'Halloran called the meeting to order at 7:05pm. O'Halloran read the following statement: "In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices in the Star Ledger and Courier News. Notice was also posted at Town Hall, BHPL Website and sent to TAPinto BH at least 48 hours in advance. This meeting was included in a list of meetings approved December 9, 2024."

1. Roll Call

Roll Call:

Board members present in person: Mary Jean Barnes, Donna Boyd, Linda Nessenson, Diane O'Halloran, Duane Wilcox, BH Superintendent of Schools Alternate Mary Niedenuhr, BH Mayor Alternate Chris Reilly

Also present in person: BHPL Director Amy Steinbauer and BHPL Assistant Director Maureen Langley

2. Introduction of Board Members (Oath of Office for incoming Trustee)

O'Halloran made a motion to permit Boyd to prepare the January Board meeting minutes. Nessenson seconded the motion, and the motion was approved with Boyd abstaining.

O'Halloran introduced new Board member Duane Wilcox and BHPL Assistant Director Maureen Langley. Wilcox took the Oath of Office.

3. Election of Officers (Treasurer's start date to be determined by insurance company)

Boyd moved, seconded by O'Halloran for trustees to serve as the following officers in 2025: Nessenson as President, Barnes as Vice- President, O'Halloran as Treasurer, Boyd as Secretary. All voted in favor and the motion carried.

4. Selection of MUF delegate

Barnes moved to select Wilcox as MUF delegate. O'Halloran seconded the motion, all voted in favor, and the motion passed.

5. Selection of Standing Committees

Nessenson moved, seconded by Boyd, that the following trustees be selected to Board committees as follows: Technology (Barnes and Nessenson), Facilities (O'Halloran and Wilcox), Personnel (Boyd and Nessenson), Finance (Nessenson and O'Halloran), By-Laws (Barnes and Boyd), Marketing (Barnes and Boyd), and Friends of The Library (Barnes and O'Halloran). All voted in favor and the motion passed.

6. Selection of official newspapers

Nessenson made a motion to approve the Courier News, Star Ledger and TAPInto as official newspapers for the BHPL. The motion was seconded by O'Halloran, and all voted in favor. The motion carried.

7. Designate official bank accounts

Nessenson moved to designate Citizens Bank as the official bank for the BHPL operating and capital accounts. O'Halloran seconded the motion and all voted in favor. The motion passed.

8. Reappointment of Suplee Clooney (Accountants) and Wiley Malehorn Sirota & Raynes (Attorneys)

Nessenson moved to reappoint Suplee Clooney as accountants and Wiley Malehorn Sirota & Raynes as attorneys for the BHPL. O'Halloran seconded the motion, and all voted in favor. The motion carried.

9. Secretary's Report

Nessenson motioned to approve the proposed December, 2024 draft Board Meeting Minutes, which was seconded by Barnes. Wilcox, Niedenfuhr and Boyd abstained. The motion passed.

Nessenson motioned to approve the proposed December, 2024 draft Board Executive Session Minutes, which was seconded by O'Halloran. Wilcox, Niedenfuhr and Boyd abstained. The motion passed.

10. Treasurer's Report

The December 2024 Financial Statement was reviewed. Nessenson moved to approve this Statement subject to Steinbauer reclassifying "Miscellaneous" income as "Gifts" if applicable. Reilly seconded the motion, all voted in favor and the motion passed.

The Township of BH Budget Transaction Audit Trail dated 1/10/25 was reviewed.

Reilly suggested that the Board look into moving Capital Account funds into a financial vehicle which would yield a higher interest. The Finance Committee will research this idea.

Boyd moved to approve the bills list in the amount of \$16,679.54, seconded by Barnes. All voted in favor and the motion carried.

11. Correspondence and Gifts

The Board expressed appreciation for gifts from donors totaling \$300.00.

12. Board Reports

- A. Facilities: Steinbauer reported that there has been no leaking recently and that the library is waiting to see if recent work was effective in holding off water leakage. Some damage to walls has been fixed. Steinbauer is contacting the Township to confirm that the Township will be paying for the mold inspection. She is also looking into purchasing an additional high table in the Young Adult room.
- B. Marketing: Steinbauer advised that a website committee has been formed. A meeting will be scheduled shortly.
- C. Technology: Steinbauer advised that Main has been to the BHPL to work on technology. New equipment has been purchased and installation is ongoing.
- D. Personnel: No report.
- E. Friends of the Library: O'Halloran reported that a Meet and Greet event will be held on January 21st. A budget is in place. Gift ideas have been suggested by the BHPL and by the Friends.

13. Citizen Hearing (Name and Address)

No citizens were present.

14. Director' Report

The Marketing Report for December 2024 was reviewed. Yearly Statistics (eg. facility usage, online services) were provided. Steinbauer reported that data bases are being reviewed. Discussion was held as to trying to increase the number of new followers on social media. The Highlander Room is being utilized for larger events. Patrons have expressed appreciation for the new books in the Children's Room.

15. Liaison's Report

Niedenfuhr reported that a new Superintendent of Schools has been hired. Niedenfuhr plans to meet with school district librarians to inquire about any needs they may have from the BHPL and also to keep the librarians informed as to BHPL updates. Reilly advised the Board there may be a settlement between the Township and EPIC.

16. Old Business

None.

17. New Business

- A. Petty Cash: The BHPL now has its own petty cash.
- B. Invoices: Steinbauer and staff will research vendor invoice requirements.

18. Executive Session – as necessary

None needed.

19. Adjournment

There being no further business, Boyd moved to adjourn the meeting at 9:11pm, seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: February 10, 2025