FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY

Board of Trustees December 10, 2025 Regular Meeting Minutes DRAFT

BHPL Board President Linda Nessenson called the meeting to order at 7:03pm. Nessenson 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, Duane Wilcox, Diane O'Halloran, Chris Reilly, Athena Sapir, BH Superintendent of Schools Dr. Kim Feltre

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

2. **SECRETARY'S REPORT**

Nessenson solicited comments on the November 8, 2025 Draft Meeting Minutes. Barnes motioned to approve the proposed November 8, 2025 Draft Meeting Minutes, seconded by Boyd. All voted in favor and the motion passed.

Nessenson solicited comments on the November 8, 2025 Draft Executive Session Minutes. Barnes motioned to approve the proposed November 8, 2025 Draft Executive Session Minutes, seconded by O'Halloran. All voted in favor and the motion passed.

3. **TREASURER'S REPORT**

The Board reviewed the November 2025 Financial Statement. There was a discussion concerning the final check totaling $355,820.00 from the Township and it was determined that the library would not deposit the check until reviewing with the Township CFO. Boyd motioned to approve the November 2025 Financial Statement, seconded by Riley. All voted in favor and the motion passed.

The Board reviewed the November 2025 and YTD 2025 Audit trail from the Township. The Board discussed obtaining Township confirmation that sufficient funds remain for the final 2025 payroll.

The Board reviewed the Amended 2025 Budget. Changes to the following budget lines we noted: Books, Reimagining, and Periodicals & Subscriptions. Nessenson motioned to approve the Amended 2025 Budget, seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the November 2025 Treasurer's Report noting an error in total remaining which should read $162,898.98. Nessenson motioned to approve the November 2025 Treasurer's Report as amended, which was seconded by Wilcox. All voted in favor and the motion passed.

The Board reviewed the November 2025 Bill List, noting that the total was incorrect due to an accounting error. Nessenson motioned to approve the November 2025 Bill List with the amended total amount of $40,782.97, which was seconded by O'Halloran. All voted in favor and the motion passed.

4. **CORRESPONDENCE AND GIFTS**

No correspondence or gifts were noted.

5. **CITIZEN HEARING (NAME AND ADDRESS)**

Berkeley Heights Resident Patricia Pinies-Lansberg was present and introduced themselves as a potential new board member.

The Board took a break to recognize and thank retiring board members Donna Boyd and Linda Nessenson for their years of service.

6. **OLD BUSINESS**

Director Steinbauer presented the 2026 Budget to the Board. An increase in the overall budget was noted, and the Board requested additional information about the projects included in the Capital Plan and operating budget. The approval of the 2026 Budget was tabled to the January 2026 Board Meeting.

7. **EXECUTIVE SESSION**

At 9:01pm, Board President Nessenson read a Resolution to enter into Executive Session to discuss the following subjects: Personnel and Litigation. Boyd motioned to enter into Executive Session under the Personnel and Litigation exceptions. Barnes seconded, all voted in favor and the motion passed.

At 10:21pm, Nessenson motioned to end the Executive session, noting no action was taken, Boyd seconded, all voted in favor and the motion passed.

8. **NEW BUSINESS**

[Note that Dr. Feltre left the meeting due to a prior engagement before this portion of the meeting.]

Nessenson proposed that $250,000.00 be transferred from the Operating Account into the Capital Reserve Account. Nessenson read the resolution to transfer the funds . Boyd motioned to approve, Barnes seconds. All voted in favor and the motion passed.

The Board reviewed the proposed 2026 Board of Trustees Meeting Dates noting that the October 2026 meeting date was adjusted due to a holiday. Nessenson motioned to approve the 2026 Board of Trustees Meeting Dates, Barnes seconded, all voted in favor and the motion passed.

The Board reviewed the proposed 2026 Holiday Closures, noting the Easter and Mothers Day dates were incorrect and need to be adjusted. Nessenson motioned to approve the 2026 Holiday Closures as amended, Barnes seconded, all voted in favor and the motion passed.

Brief review of the Committee and Officer roles in preparation for the January 2026 meeting.

9. LIAISON'S REPORT

No report this month.

10. DIRECTOR'S REPORT

No discussion this month.

11. BOARD REPORTS

No reports this month.

12. ADJOURNMENT

There being no further business, Nessenson moved to adjourn the meeting at 10:50pm, seconded by Barnes, all voted in favor, and the motion was approved.