Free Public Library of Berkeley Heights
Board of Trustees February 10, 2025 Regular Meeting Minutes

BHPL Board President Linda Nessenson called the meeting to order at 7:04pm. 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, BH Superintendent of Schools Alternate Mary Niedenfuhr

Board members not present: BH Mayor Alternate Chris Reilly, Diane O’Halloran

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

2. SECRETARY’S REPORT

Board President Nessenson solicited comments on the January 13, 2025 Draft Minutes. No comments or questions.

Board member Barnes motioned to approve the proposed January 13, 2025 draft Board Meeting Minutes, which was seconded by Nessenson. All voted in favor, and the motion passed.

Library Director Steinbauer requested board members review the Board Contact Info document and suggest changes/updates. Steinbauer will make the suggested changes and email the updated document.

3. TREASURER'S REPORT

The Township of BH Budget Transaction Audit Trail dated 2/5/25 was reviewed. Nessenson noted the Audit Trail is incomplete as the Township budget has not yet been finalized and approved.

The January 2025 Financial Statement was reviewed. Barnes had a question concerning the transfer of Capital funds and it was clarified that the funds were transferred from the Operating budget. Boyd noted the Book Sale line could be removed as it is no longer needed. Library Director Steinbauer noted that Bookkeeper is still waiting on some bills from the Township.

Board member Boyd moved to approve this Statement noting that the Capital account does not
reflect January 2025 interest and still reflects December 2024. Nessenson seconded the motion, all voted in favor and the motion passed.

The February 2025 Bill List was reviewed by the Board. There was a discussion of some inconsistencies with vouchers and checks, specifically the Township, Documents Solutions, and Hoopla/Midwest Tape. Library Director Steinbauer clarified that these accounts are either paid early to avoid late fees, as the company's bill cycle is different than the library's, or, in the case of Hoopla/Midwest Tape, the library consistently replenishes a pot of funds to pull from.

Nessenson moved to approve the bills list in the amount of $43,274.45 seconded by Boyd. All voted in favor and the motion passed.

Three Pay to Play resolutions we introduced, read in full by President Nessenson. Nessenson moved to pass the Ingram Library Services Pay to Play resolution, Barnes seconded, all voted in favor and the motion passed. Boyd moved to pass the Overdrive Pay to Play resolution, Barnes seconded, all voted in favor and the motion passed. Wilcox moved to pass the Overdrive Pay to Play resolution, Barnes seconded, all voted in favor and the motion passed.

4. CORRESPONDENCE AND GIFTS

Nothing to report.

5. BOARD REPORTS

Personnel - nothing to report

Facilities - Library Director noted that the Mold inspection is scheduled to take place on Wednesday 2/12/25 at 12n and will be paid for by the Township. Also noted the Township has reached an agreement with Epic.

Marketing - Library Director noted staff had an initial meeting with John Aluotto of Renaissance Web Solutions. John has supplied sample mock-ups of the colors for the website.

Friends -

- Bookmarks have been printed and library staff have begun placing them in books at checkout
- Friends have created a subgroup focused on grant writing, with two volunteers so far. Plans to make a connection with Susan Poage on the Township Council to discuss how they might work together.
- Teens at GL High School have created a Teen Friends of the Library Group ●

The next Friends Board Meeting with be Tuesday 2/18 at 7pm

- In coordination with Assistant Director Langley, Friends members have attended library events to promote Friends membership to attendees
- Members of the Friends will be attending the Rotary Club meeting on March 12

Finance - discussion of the logistics and challenges of moving capital funds to accounts which would yield higher interest. The Finance committee will research options. Library Director Steinbauer will reach out to other libraries who have done so.

Technology - Assistant Director Langley and Library Director Steinbauer reported on the progress of the MAIN Technology migration. It is almost complete, with a total 14 new staff and public computers and 4 printers installed, in addition to the new network and firewall. There are some elements still in progress including the Self-Checkout machine and Door Count Sensors. The MAIN technicians continue to make progress on the Self-Checkout machine and the Door Count Sensors need to be mailed to Traf-sys to determine why they are not working. The Library is waiting on a quote for new Public PC reservation and printing software, TBS, which will put the library in a better position for the full MAIN transition in August 2025.

6. CITIZEN HEARING (NAME AND ADDRESS)

No citizens were present.

7. DIRECTOR'S REPORT

The Marketing Report for January 2025 was reviewed. Welcome email open rate continues to be strong. Post on Instagram and Facebook continue to increase, popular posts in January included the Year of the Snake Finger knitting.

Comparison of January 2024 and January 2025 Statistics (eg. facility usage, online services, programming) was discussed. Brief discussion of database statistics, which will be reviewed this year by the Assistant Director, and comparison of circulation desk checkouts vs. the self-checkout machine.

The Library Staff Holiday Party took place on February 7th at the Vintage Tavern. 14 staff were in attendance, enjoying food and games. Library Director Steinbauer discussed sending staff to the ALA Conference in Philadelphia, as it is the closest the event will be for sometime. Steinbauer also discussed the library's participation in the Mayor's Wellness event on March 1. The Library will be facilitating the Intellectual portion of the event and Steinbauer is working on information concerning how viewing art affects your brain.

8. LIAISON'S REPORT

Nothing to report.

9. OLD BUSINESS

Nothing to report.

10. NEW BUSINESS
Library Director Steinbauer proposed the library be closed from 9am-12n on April 10th for an All Staff meeting. With ongoing changes, Steinbauer notes it is important to have consistent training for all staff.

Boyd motioned to approve the closing of the Library on Thursday April 10, 2025 from 9am-12n for an All Staff Meeting. Nessenson seconded, all voted in favor and the motion passed.

11. EXECUTIVE SESSION (AS NECESSARY)
At 8:52pm, Boyd motioned to enter into Executive Session to discuss a Personnel Exception. Barnes seconded, all voted in favor and the motion passed. Nessenson read the resolution to enter into the Executive Session. Boyd motioned to approve the resolution, Barnes seconded, all voted in favor and the motion passed.

At 9:01pm, Boyd motioned to end the Executive session, noting no action was taken, Nessenson seconded, all voted in favor and the motion passed.

12. ADJOURNMENT
There being no further business, Nessenson moved to adjourn the meeting at 9:03pm, seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: March 2025