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

BHPL Board President Linda Nessenson called the meeting to order at 7:00pm. 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, Diane O’Halloran, Duane Wilcox, BH Superintendent of Schools Alternate Mary Niedenfuhr

Board members not present: BH Mayor Alternate Chris Reilly

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 February 10, 2025 Draft Meeting Minutes. Board members suggested minor changes including correcting a misspelled name and including Personnel Exception in the Executive Meeting portion.

Board member Barnes motioned to approve the proposed February 10, 2025 Draft Meeting Minutes, which was seconded by Boyd. All voted in favor, except O’Halloran who abstained, and the motion passed.

Board President Nessenson solicited comments on the February 10, 2025 Draft Executive Session Minutes. Board members suggested minor changes including an update Roll Call.

Board member Barnes motioned to approve the proposed February 10, 2025 Draft Executive Session Minutes, which was seconded by Wilcox. All voted in favor, except O’Halloran who abstained, and the motion passed.

3. TREASURER'S REPORT

Board reviewed the February 2025 Financial Worksheet and clarified the outstanding (O/S) check amounts. Brief discussion about notifying the bank for account access for the Board Treasurer.
Board member Boyd motioned to approve the February 2025 Financial Worksheet subject to

questions concerning the outstanding checks, which was seconded by Nessenson. All voted in favor and the motion passed.

Board reviewed the February 2025 Treasurer's Report. Director Steinbauer noted the updates to the operational budget categories for the 2025 budget. Board members suggested changing Computer Contract Services to Technology and Equipment.

Board member Barnes motioned to approve the February 2025 Treasurer's Report, which was seconded by Wilcox. All voted in favor and the motion passed.

Board reviewed the February 2025 Bill List. Barnes for clarification on the NJLA payment and Director Steinbauer clarified it was for the renewal of the NJLA Institutional Membership.

Board member Nessenson motioned to approve the February 2025 Bill List in the amount of $26,573.89, which was seconded by Boyd. All voted in favor and the motion passed.

4. CORRESPONDENCE AND GIFTS

$3,440 donation by the Friends, for the purchase of Museum Passes and new projects including Museum Pass Bags and Early Literacy Kits to be circulated in the Library of Things.

5. NEW BUSINESS - 2025 BUDGET

Board President Nessenson recommended we jump to the 2025 Budget portion of the agenda.

Board reviewed and discussed the proposed 2025 Operating Budget. Director Steinbauer noted changes in the budget in comparison to 2024. There was a brief discussion of the Professional Development budget line and best practices for staff attending conferences. Boyd requested a future of review of the library's insurance through the town.

Board member Nessenson motioned to approve the 2025 Operating Budget in the amount of $655,500, which was seconded by O'Halloran. All voted in favor and the motion passed.

Board member Barnes motioned to approve a staff salary increase of 4%, which was seconded by Boyd. All voted in favor and the motion passed.

7. EXECUTIVE SESSION (AS NECESSARY)

At 8:25pm, Board President Nessenson 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, Board President Nessenson motioned to end the Executive session, noting no action was taken, Boyd seconded, all voted in favor and the motion passed.

8. BOARD REPORTS

Personnel - Plans to discuss the new proposed position of Children's/Youth Services Outreach Librarian.

Facilities - Children's room and other areas damaged by the leak have been repaired.

Marketing - Website project is still in the beginning stages including color palette. Assistant Director Langley is comparing potential Programming Calendar and Room Reservation software.

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 - nothing to report

Technology - Received a TBS quote - Public Computer Reservation and Printing Software - from MAIN for review. Door counters and self checkout are back online.

By-laws - scheduling a meeting to discuss recommended changes. Using onboarding documents from MAIN to make changes.

9. CITIZEN HEARING (NAME AND ADDRESS)

No citizens were present.

10. DIRECTOR'S REPORT

The Marketing Report for March 2025 was reviewed. Welcome email open rate continues to be strong. The yearly recap video created by Director Steinbauer was added to the newsletter and was one of the most popular video links. Plans to add more links for children's programs in the children's newsletter.

The library's participation in the Mayor's Wellness Crawl was discussed and documents created for the event were shared. Director Steinbauer noted that March's Mayor's Wellness Book Club will be trying something new and take place off-site at Delicious Heights. Tinker Tuesdays continue to be popular and the new Baby Storytime is showing an increase in attendance. Staff members Jasmine and Karen P. attended a Canva training in February and will present at Staff Day on April 10.

11. LIAISON'S REPORT
Nothing to report.

12. OLD BUSINESS

Updated Museum Pass Policy was reviewed. Board member Barnes motioned to approve the updated policy and Nessenson seconded. All voted in favor and the motion passed.

Agreed to move Pay to Play to the next meeting.

13. NEW BUSINESS - CLOSURE FOR COLLECTION MOVE

Board reviewed plans to partially close the library May 21-23 to relocate collections. Board member Boyd motioned to approve the library closure subject to later updates, Nessenson seconded, all voted in favor and the motion passed.

12. ADJOURNMENT
There being no further business, Nessenson moved to adjourn the meeting at 9:43pm, seconded by Boyd, all voted in favor, and the motion was approved.

Minutes approved: April 2025