Free Public Library of Berkeley Heights
Board of Trustees May 12, 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, BH Superintendent of Schools Alternate Mary Niedenfuhr,

Board members not present: Duane Wilcox, BH Mayor Alternate Chris Riley

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 April 14, 2025 Draft Meeting Minutes. Board members suggested minor changes.

Board President Nessenson motioned to approve the proposed April 14, 2025 Draft Meeting Minutes as amended, which was seconded by Barnes.. All voted in favor, except Niedenfuhr, who abstained, and the motion passed.

Board President Nessenson solicited comments on the April 14, 2025 Draft Executive Session Minutes.

Board member Barnes motioned to approve the proposed April 14, 2025 Draft Executive Session Minutes, which was seconded by Nessenson. All voted in favor, except Niedenfuhr, who abstained, and the motion passed.

3. TREASURER'S REPORT

Board reviewed the April 2025 Financial Statement and it was noted that the library received the first quarterly financial contribution from the Township.

Board President Nessenson motioned to approve the April 2025 Financial Statement, which

was seconded by Boyd. All voted in favor and the motion passed.
Board reviewed the April 2025 Bill List. Board members noted that the Thrivewise Solutions LLC bill should be moved to Professional Services.

Board member Boyd motioned to approve the April 2025 Bill List with a total amount of $27,548.84, which was seconded by O'Halloran. All voted in favor and the motion passed.

Board reviewed the April 2025 Treasurer's Report again noting that the noted that the Thrivewise Solutions LLC bill should be moved to Professional Services. Library Director Steinbauer noted the Periodicals and Subscription Budget line would need to be adjusted in the Fall.

Board President Nessenson motioned to approve the April 2025 Treasurer's Report with the amended adjustment to the Professional Services line, which was seconded by O'Halloran. All voted in favor and the motion passed.

Board reviewed the April and YTD Audit trail from the Township, noting that the deposit of quarterly financial contributions from the Township will be reflected in the May Audit trail.

Board President Nessenson motioned to Void Check 10133, seconded by Boyd. All voted in favor and the motion passed.

4. CORRESPONDENCE AND GIFTS

None to report.

5. BOARD REPORTS

Personnel – An update was provided regarding Thrivewise Solutions LLC and updating the Personnel Manual.

Marketing - The website project is nearing completion, and it is anticipated that the new website will go live by early/mid June. Preparations for communications regarding the MAIN transition is ongoing.

Technology - Plans for continued work on the MAIN transition were discussed.

Facilities - Library Director Steinbauer and Board member O'Halloran met in early May to discuss the indoor book drop project and how it will support the new workflow anticipated when we join MAIN. Project funds will come from the Reimagining Budget Line.

Friends -

Upcoming events including the May Book Sale, the May 22 Panera Night Fundraiser, June Edible Books Contest were discussed.

6. CITIZEN HEARING (NAME AND ADDRESS)

No citizens were present.

7. DIRECTOR'S REPORT

Steinbauer noted attendance at several programs has increased. She also noted low turnout but high interest in the Library of Things Showcase. May 2025 stats and marketing reports also discussed.

New leaks noted in the Teen and Children space and the information has been passed along to the township.

8. LIAISON'S REPORT

Niedenfuhr noted that the BHPL Youth Services Supervisor attended the Mary Kay McMillin Early Childhood Center's Community Day.

9. OLD BUSINESS

Discussion was held regarding the reorganization of the BHPL collection upcoming on May

21. **10. NEW BUSINESS**

As part of the MAIN transition, it is recommended the library close on July 16 for all day staff training. Board President Nessenson motioned to approve a full day closure on July 16, seconded by Boyd. All voted in favor and the motion passed.

Discussion of the meeting between the Library Director, Board President, Mayor, and Chief of Police on May 2. Topics discussed at the meeting included the Township's insurance renewal, increase in Board of Trustee members, and the current access to security cameras.

It was decided at this time that the camera access would remain as is with the addition of a new Standard Operating Procedure (SOP) by the BHPD. Replacement of the security cameras will be reevaluated at a future date.

11. EXECUTIVE SESSION (AS NECESSARY)

No executive session.

14. ADJOURNMENT

There being no further business, Nessenson moved to adjourn the meeting at

8:56pm, seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: June 2025