FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY
Board of Trustees June 9, 2025 Regular Meeting Minutes

BHPL Board President Linda Nessenson called the meeting to order at 7:07pm. 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: Donna Boyd, Linda Nessenson, Diane O’Halloran, Duane Wilcox, BH Superintendent of Schools Alternate Mary Niedenfuhr, BH Mayor Alternate Chris Reilly

Board members not present: Mary Jean Barnes

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

0. SECRETARY’S REPORT

After review and discussion of the May 12, 2025 Draft Meeting, Boyd motioned to approve the proposed May 12, 2025 Draft Meeting Minutes as amended, which was seconded by O’Halloran. All voted in favor, except Reilly and Wilcox, who abstained, and the motion passed.

0. TREASURER’S REPORT

The Board reviewed the May 2025 Financial Statement and it was noted that the Township is now up-to-date with the quarterly checks. Board President Nessenson motioned to approve the May 2025 Financial Statement, which was seconded by Wilcox. All voted in favor and the motion passed.

The Board reviewed the May 2025 Treasurer’s Report noting that the Thrivewise Solutions LLC bill should be moved to Professional Services. In reviewing the mid-year budget numbers, it was noted that adjustments can be made later in the year if necessary. Nessenson motioned to approve the May 2025 Treasurer’s Report, which was seconded by Boyd. All voted in favor and the motion passed.

The Board reviewed the May 2025 Bill List. Nessenson motioned to approve the May 2025 Bill List with a total amount of $26,606.95, which was seconded by O’Halloran. All voted in favor

and the motion passed.
The Board reviewed the May 2025 and YTD 2025 Audit trail from the Township, noting that not all budget lines have been added yet as the Township Budget was just passed in May.

There was a discussion concerning BHPL insurance coverage through the Township. The Facilities committee has received and is reviewing preliminary information from the Township.

0. CORRESPONDENCE AND GIFTS

The Board expressed appreciation for the multiple donations that were made to the BHPL.

0. BOARD REPORTS

Facilities – The committee is working on insurance assessment and has created a list of questions to be reviewed; Steinbauer will research collection value.

Bylaws - Nothing to report.

Personnel - Nothing to report.

Marketing – The new website is almost completed. Marketing needs for the library are being reviewed.

Technology - Langley discussed updates with MAIN, replacing the coin tower, technology relating to the website, and updates with the email system.

0. CITIZEN HEARING (NAME AND ADDRESS)

No citizens were present.

0. DIRECTOR'S REPORT

Steinbauer noted updates with the newsletter, attendance at the NJLA Annual Conference, and attendance at the Town Block Party. Steinbauer discussed leaking and other building issues; the documentation of facilities issues was discussed.

0. LIAISON'S REPORT

Niedenfuhr noted that this would be Niedenfuhr's last meeting as the BH Superintendent of Schools Alternate at Board meetings. The Board thanked Niedenfuhr for her service with the Board.

0. OLD BUSINESS

Nessenson provided an overview of draft new and updated policies including Confidentiality of Library Records Policy, Video Surveillance Policy, Rules of Conduct for Library Use Policy, and Filming and Photography Policy.
O'Halloran motioned to modify the Rules of Conduct for Library Use Policy originally adopted on December 11, 2023, seconded by Boyd, all in favor, motion passed.

Nessenson motioned to modify the Film and Photography Policy originally adopted on July 10 2023, seconded by O'Halloran, all in favor, motion passed.

Nessenson motioned to approve the adoption of the Confidentiality of Library Records Policy, seconded by Reilly, all in favor, motion passed.

Nessenson motioned to approve the adoption of the Video Surveillance Policy, seconded by O'Halloran, all in favor, motion passed.

Steinbauer shared her research on security camera upgrades, and estimates will be obtained.

0. New Business

The Board discussed Summer Reading. Also discussed was the process to determine how donations are spent.

0. EXECUTIVE SESSION (AS NECESSARY)

No Executive Session.

0. ADJOURNMENT

There being no further business, Nessenson moved to adjourn the meeting at 8:57pm, seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: July 2025