FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY

Board of Trustees July 21, 2025 Regular Meeting Minutes

BHPL Board President Linda Nessenson called the meeting to order at 7:05pm, noting this meeting was postponed from July 14 due to inclement weather. 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, Linda Nessenson, Diane O’Halloran, BH Superintendent of Schools Dr. Kim Feltre

Board members not present: Donna Boyd, Duane Wilcox, BH Mayor Alternate Chris Reilly

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

2. **SECRETARY’S REPORT**

The minutes from the June 9, 2025 board meeting were not approved at this time due to a lack of quorum among voting members. Two of the voting members, Barnes and Feltre, were not present at the June 9th meeting and, therefore, are not eligible to vote on the approval of those minutes. Approval will be deferred to the August meeting when a sufficient number of eligible voting members are present.

3. **TREASURER’S REPORT**

The Board reviewed the June 2025 Financial Statement and there were no questions. Board President Nessenson motioned to approve the June 2025 Financial Statement, which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the June 2025 Treasurer’s Report noting adjustments will need to be made in November for certain budget lines. Nessenson motioned to approve the June 2025 Treasurer’s Report, which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the June 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. The Board reviewed the June 2025 Bill List, noting 2 additional checks were added before the board meeting. Nessenson motioned to approve the June 2025 Bill List with a total amount of

$61,635.19, which was seconded by O'Halloran. All voted in favor and the motion passed.

It was noted that 7 checks would need to be voided due to misprints. Nessenson motioned to approve voiding check numbers 10165, 10170, 10169, 10178, 10168, 10184, and 10189, which was seconded by O'Halloran. All voted in favor and the motion passed.

4. **CORRESPONDENCE AND GIFTS**

Library Director Steinbauer noted generous donations from the Women's Club ($300.00) and from Shelia Miller in honor of Marilyn Esnes ($50.00).

5. **BOARD REPORTS**

Personnel - meeting regularly to discuss updates to the Personnel Manual; after the Committee has completed its initial review, the proposed revisions will be sent to Library Director Steinbauer for further input, and then to Jessica Moore at ThriveWise Solutions

Facilities - Board member Wilcox and Assistant Director Langley participated in a building walkaround with the Township to review the current building issues and a document listing the issues, created by Assistant Director Langley, was shared with the facilities committee; Board President Nessenson recommended a new mold inspection once the roof maintenance has been completed; Library Director Steinbauer will follow-up with the township concerning the insurance coverage

Friends - ongoing apparel sale; the June 17th meeting was canceled due to inclement weather; currently planning another book sale for late Fall/early Winter; Library Director Steinbauer shared an example of the Museum Bag that was purchased with a Friends' donation

Marketing - Discussion of ongoing maintenance of the newly launched website

Technology - Initial Koha Training completed by staff on July 16; Gmail accounts for all staff are in progress and will be implemented by mid-August

Finance - nothing to report

Bylaws - nothing to report

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

No citizens were present.

7. **DIRECTOR'S REPORT**

Library Director Steinbauer noted a new platform for the Newsletter, Smore. Steinbauer also discussed her attendance at the ALA Annual Conference at the end of June and the continued increase in Youth Services programming and attendance.

Assistance Director Langley discussed the plan to analyze the full year of door count statistics and noted that 222 summer reading game boards have been submitted so far, an increase from last year's total of 175.

8. **LIAISON'S REPORT**

BH Superintendent of Schools Dr. Kim Feltre discussed possible opportunities for the library to visit the schools including BTS nights. Dr. Feltre also updated the board on current school facilities construction projects and enrollment trends.

9. **OLD BUSINESS**

Board President Nessenson requested the board review the updated Committee Project document. It was noted that the initial plan for the indoor book drop will not work in the current location and a new plan will have to be created[mm2] by the Library Director and Facilities committee.

10. **NEW BUSINESS**

The Board discussed extending the contract with ThriveWise Solutions and increasing the threshold for the budget for the services. Board member Barnes motioned to increase the budget to $15,000 and to extend services to September 2025,,which was seconded by Nessenson. All in favor, motion passed.

Board discussed the 2024 Audit including clarification on what belongs on the fixed asset list. Board member Barnes motioned to accept the audit , which was seconded by O'Halloran. All in favor, motion passed.

Board discussed changing the October board meeting date, as the library is closed that day for staff development and would not be open to the public. Library Director Steinbauer will send out a poll to determine the best date.

11. **EXECUTIVE SESSION**

None.

12. **ADJOURNMENT**

There being no further business, Nessenson moved to adjourn the meeting at 8:49 pm, seconded by O'Halloran, all voted in favor, and the motion was approved.

Minutes approved: August 2025