FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY

Board of Trustees August, 2025 Regular Meeting Minutes

BHPL Board President Linda Nessenson called the meeting to order at 7:01pm. 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, Duane Wilcox, BH Mayor Alternate Chris Reilly

Board members not present: Donna Boyd, BH Superintendent of Schools Dr. Kim Feltre

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 June 9, 2025 Draft Meeting Minutes. Board President Nessenson motioned to approve the proposed June 9, 2025 Draft Meeting Minutes, which was seconded by Reilly. All voted in favor, except Reilly who abstained, and the motion passed.

The minutes from the July 21, 2025 board meeting were not approved at this time due to a lack of quorum among voting members.

3. **TREASURER’S REPORT**

The Board reviewed the July 2025 Financial Statement. Board Member Barnes motioned to approve the July 2025 Financial Statement, which was seconded by Reilly. All voted in favor and the motion passed.

The Board reviewed the July 2025 Treasurer’s Report and there was a brief discussion of YTD spending and capital funds. Nessenson motioned to approve the July 2025 Treasurer’s Report, which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the July 2025 and YTD 2025 Audit trail from the Township, noting that not all budget lines have been added yet as there is no final Township Budget for 2025.
The Board reviewed the July 2025 Bill List. Nessenson motioned to approve the July 2025 Bill

List with a total amount of $34,102.75, which was seconded by Wilcox. All voted in favor and the motion passed.

4. **CORRESPONDENCE AND GIFTS**

No correspondence or gifts noted.

5. **BOARD REPORTS**

Personnel - nothing to report

Technology - Assistant Director Langley provided an update on the MAIN transition. Board members noted that the library policies had not been updated on the new website. Director Steinbauer will follow-up with the website developer to resolve the issue.

Facilities - Note there are no new leaks from the AC unit and minimal damage from the storm. Roof repairs facilitated by the Township have not begun yet. Director Steinbauer noted the recent issue with the elevator and that the emergency button in the elevator will now directly connect to 911.

Marketing - Marketing Committee members and Director Steinbauer continue to discuss the marketing needs of the library and what knowledge and skills are needed by the new marketing staff member.

Friends - Upcoming board meeting on August 19. Recent Friends swag sale earned $343.00 for the Friends.

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 the new format of the Director's report and solicited questions. Brief discussion of noting how current and future activities fit into the 2024-2026 Strategic Plan.

8. **LIAISON'S REPORT**

Nothing to report.

9. **OLD BUSINESS**

Discussion of the progress on a new camera system for the library which is not connected to the Township camera system. Director Steinbauer is in the process of soliciting quotes from vendors.

October Board meeting date needed to be changed as the library is closed for a staff training day on the original date, October 13. A poll was sent out and it was determined that the new date would be October 6.

10. **NEW BUSINESS**

No new business.

11. **EXECUTIVE SESSION**

At 8:40pm, Board President Nessenson read the resolution to enter into the Executive Session. Board President Nessenson motioned to enter into Executive Session under the Personnel exception. Barnes seconded, all voted in favor and the motion passed.

At 9:45pm, Board President Nessenson motioned to end the Executive session, noting no action was taken, Barnes seconded, all voted in favor and the motion passed.

12. **ADJOURNMENT**

There being no further business, Reilly moved to adjourn the meeting at 9:46 pm, seconded by O'Halloran, all voted in favor, and the motion was approved.

Minutes approved: September 2025