FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY

Board of Trustees September 8, 2025 Regular Meeting Minutes

BHPL Board President Linda Nessenson called the meeting to order at 7:03pm. 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 Mayor Alternate Chris Reilly, BH Superintendent of Schools Dr. Kim Feltre

Board members not present: N/A

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 August 11, 2025 Draft Meeting Minutes. Board member Barnes motioned to approve the proposed August 11, 2025 Draft Meeting Minutes with the following changes - adjust date at the top to reflect correct meeting date and correct spelling of BH Mayor Alternate Chris Reilly. Seconded by O’Halloran. All voted in favor, except Boyd and Feltre who abstained, and the motion passed.

Board member Barnes motioned to approve the executive session minutes from the August 11, 2025 board meeting, seconded by O’Halloran. All voted in favor, except Boyd and Feltre who abstained, and the motion passed.

Board member Barnes motioned to approve the minutes from the July 21, 2025 board meeting, seconded by O’Halloran. All voted in favor, except Reilly, Boyd, and Wilcox, who abstained, and the motion passed.

3. **TREASURER’S REPORT**

The Board reviewed the August 25 Financial Statement and clarified some outstanding checks. The Board noted that InMotion was listed as an Outstanding Check, although it did not appear to be listed as an expense on previous month’s Financial Statement. Director Steinbauer to look into that check and report back to the Board. Board President Nessenson motioned to approve the August 2025 Financial Statement, which was seconded by Barnes. All voted in

favor and the motion passed.

The Board reviewed the August 2025 Treasurer's Report and a decrease in spending on materials due to MAIN transition was noted. The Board requested that the Friends budget line be moved to below the budget total as it is not part of the operating budget.The Board further requested that the Thrivewise expenses be moved from the budget line for Professional Development to Professional Services. Nessenson motioned to approve the August 2025 Treasurer's Report, which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the August 2025 Bill List Nessenson motioned to approve the August 2025 Bill List with a total amount of $25,629.99, which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the August 2025 and YTD 2025 Audit trail from the Township, noting that the 3rd payment contribution will be deposited in early September.

4. **CORRESPONDENCE AND GIFTS**

No correspondence or gifts noted.

5. **BOARD REPORTS**

Personnel - Updates to the Employee Handbook are being drafted. .

Technology - Assistant Director Langley provided an update including that Gmail migration is complete and that the initial issues during the MAIN transition and ILS migration have been resolved. Asst. Director Langley will look into confirming cloud back-up from MAIN/Bywater as well as creating a Shared Drive for the Board.

Facilities - Noted return of leaks in the children's space by the windows and new mold/water damage in several areas. Asst. Director Langley gave an update on the roof construction from the Township including the current neutral party mediation. The Board requested that the Mayor be contacted concerning the continuing and unresolved water issues at the Library, noting that leaks and resulting damage should be addressed immediately. Committee members are waiting for a reply from the town concerning insurance. Director Steinbauer noted upcoming delivery of a new table in the teen space and upcoming purchase of a new play kitchen for the children's space.

Marketing - Director Steinbauer is in the process of acquiring quotes from marketing consultants/firms to help reassess the library's marketing needs. Confirmed the progress of the website updates.

Friends - The Friends are sponsoring the new BHPL Spice Club and holding a book sale December 12-14. The Friends received $500 from Valairco Heating & Cooling as part of the Valairco Cares program.

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 reviewed the Director's Report, highlighting new technical service staff and equipment, the staff celebration in honor of completing the MAIN transition, and the upcoming LUCC Legislative Breakfast. There was discussion of book clubs and how the library could connect with the private book clubs in the area.

8. **LIAISON'S REPORT**

BH Superintendent of Schools Dr. Kim Feltre shared an update on the school district's strategic planning process and requested library support for providing information to the community concerning both strategic planning focus groups and the referendum for the school media centers.

9. **OLD BUSINESS**

Board President Nessenson reviewed the current security camera set-up, including the SOP with the police department. Director Steinbauer shared research concerning other library's policies on open public records as well as the quote received so far from one security camera company. Additional quotes and information were requested.

Nessenson motioned to approve the revised Museum Pass Program Policy originally adopted on September 11, 2023, seconded by Boyd, all in favor, motion passed.

Nessenson motioned to approve the revised Library of Things Loan Policy originally adopted on September 11, 2023, seconded by Boyd, all in favor, motion passed.

10. **NEW BUSINESS**

A discussion of procedures for background checks and fingerprinting of employees was held. Director Steinbauer will gather more information from other libraries.

11. **EXECUTIVE SESSION**

No executive session.

12. **ADJOURNMENT**

There being no further business, Nessenson moved to adjourn the meeting at 9:06 pm,

seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: October 2025