FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY

Board of Trustees October 6, 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, Donna Boyd, Linda Nessenson, Duane Wilcox, BH Mayor Alternate Chris Reilly, BH Superintendent of Schools Dr. Kim Feltre

Board members not present: Diane O’Halloran

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 September 8, 2025 Draft Meeting Minutes. Board member Barnes motioned to approve the proposed September 8, 2025 Draft Meeting Minutes, seconded by Reilly. All voted in favor and the motion passed.

3. **TREASURER’S REPORT**

The Board reviewed the September 2025 Financial Statement and followed up on their previous request for clarification on the Outstanding Check for In Motion Hosting. Director Steinbauer indicated she did not have the information but would report back to the Board. Also noted, the 3rd quarter payment from the Township will be made in November. Board President Nessenson motioned to approve the September 2025 Financial Statement, which was seconded by Wilcox. All voted in favor and the motion passed.

The Board reviewed the September 2025 Bill List, noting the one-time onboarding payment of $15,222.64 to the MAIN Library Alliance. Board member Barnes motioned to approve the September 2025 Bill List with a total amount of $50,833.93 which was seconded by Wilcox. All voted in favor and the motion passed.

Board President Nessenson motioned to void check #10269, seconded by Boyd. All voted in favor and the motion passed.
The Board reviewed the September 2025 Treasurer’s Report and it was requested that the Friends budget line be moved to below the budget total as it is not part of the operating

budget.The Board requested clarification concerning the refund line and recommended it should be moved above the total line to off-set the expense. It was noted that some of the remaining budget of $236,040.72 may have to be transferred to the Capital Account. Board member Reilly motioned to approve the September 2025 Treasurer's Report, which was seconded by Nessenson. All voted in favor and the motion passed.

The Board reviewed the September 2025 and YTD 2025 Audit trail from the Township, again noting that the 3rd quarter payment from the Township will be made in November.

4. **CORRESPONDENCE AND GIFTS**

No correspondence or gifts noted.

5. **BOARD REPORTS**

Personnel - The Employee Handbook is under review.

Marketing - Director Steinbauer has spoken with 2 marketing consultants to date and will be meeting with others shortly.

Friends - Membership drive "Friend It Forward" is ongoing; An adult and children's fiction book sale will be held in December.

Facilities - In September, Library staff, Township staff, and the Township's construction company performed a walkthrough along with the Township's mediator to review the leaks and damaged areas of the Library. The board agreed that the Township should be contacted again to determine next steps to fixing building issues and also to schedule another mold inspection. Board member Wilcox noted that the committee had sent questions concerning library insurance to the township's insurance person, and she had answered some questions. The committee then sent follow-up questions to the township's contact person at the insurance brokerage, but he has not yet responded. A number of books exist for valuing a public library's collections; the BHPL's librarians are best qualified to choose and implement a method for doing this. Board member Riley did a quick estimate of the value of the BHPL's collections using data provided by Library Director Steinbauer. There are insurance brokerage companies that specialize in library insurance, and the BHPL might want to investigate their services to ensure that it has adequate coverage, particularly for its collections.

Bylaws - No update.

Finance - Steinbauer will present a proposed 2026 Budget at the November board meeting.

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

No citizens were present.

7. **DIRECTOR'S REPORT**

Library Director Steinbauer reviewed the September 2025 Director's Report, highlighting the increased mill rate for 2026, progress on the creation of the new Tween collection, Museum Bags circulation beginning the week of October 21, and the popularity of the Spice Club. Director Steinbauer advised of the the resignation of the Head of Circulation.

8. **LIAISON'S REPORT**

BH Superintendent of Schools Dr. Kim Feltre shared that the school district's strategic planning committee meeting was on September 24 and the report can be found online. She also shared that the Facilities Referendum will be voted on in March 2026 and a presentation from the architects will take place at the November BOE meeting.

9. **OLD BUSINESS**

Steinbauer will make a presentation to the Board regarding quotes for new security cameras in November.

10. **NEW BUSINESS**

Nessenson motioned to approve the early closing of the Library at 2pm on December 6 due to the township Winter Walk event, seconded by Boyd. All voted in favor and the motion passed.

11. **EXECUTIVE SESSION**

No executive session.

12. **ADJOURNMENT**

There being no further business, Boyd moved to adjourn the meeting at 9:07 pm, seconded by Nessenson, all voted in favor, and the motion was approved.

Minutes approved: November 2025