**FREE PUBLIC LIBRARY OF BERKELEY HEIGHTS PUBLIC LIBRARY**

**Board of Trustees November 10, 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, Diane O’Halloran, BH Mayor Alternate Chris Reilly, BH Superintendent of Schools Dr. Kim Feltre

Also present in person: BHPL Director Amy Steinbauer, BHPL Assistant Director Maureen Langley, Library Administrative Assistant and Bookkeeper Jodi Gambino, ~~new board member~~ Athena Sapir, BHPL Board Counsel Kristin Hayes, Esq.

Athena Sapir was sworn in as a new member of the BHPL Board of Trustees by Board President Nessenson. Chris Reilly was also sworn in as a new member of the BHPL Board by Nesseson.

Board members not present: Mayor Angie Devanney*

*Chris Reilly will not continue to serve as the BH Mayor Alternate, and a BH Mayor Alternate has not been assigned.

## 2. TREASURER’S REPORT

The Board reviewed the October 2025 Financial Statement and followed up on their previous request for clarification on the outstanding check for In Motion Hosting. Library Administrative Assistant and Bookkeeper Jodi Gambino clarified that the line item has since been corrected. Boyd motioned to approve the October 2025 Financial Statement, seconded by Wilcox. All voted in favor and the motion passed.

The Board reviewed the October 2025 Bill List, noting the 2025 and 2026 MAIN consortium fees are included. ~~N~~essenson motioned to approve the October 2025 Bill List with a total amount of $87,622.32 which was seconded by Barnes. All voted in favor and the motion passed.

The Board reviewed the October 2025 Treasurer’s Report noting the negative totals in several lines and that the reallocation of funds will be discussed during the New Business portion of the

meeting. Barnes motioned to approve the October 2025 Treasurer's Report, which was seconded by Wilcox. All voted in favor and the motion passed.

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

### 3. SECRETARY'S REPORT

Nessenson solicited comments on the October 6, 2025 Draft Meeting Minutes. Wilcox recommended amending language under the Facilities Committee report. Nessenson motioned to approve the proposed October 6, 2025 Draft Meeting Minutes as amended, seconded by Reilly. O'Halloran abstained. All voted in favor and the motion passed.

### 4. CORRESPONDENCE AND GIFTS

No correspondence or gifts were noted.

### 5. LIAISON'S REPORT

BH Superintendent of Schools Dr. Kim Feltre shared that there will be a presentation at the November 20 Board of Education meeting concerning the March 10, 2026 Referendum. Other upcoming school district events include Cyber Security training for parents on December 18.

### 6. EXECUTIVE SESSION

At 7:33pm, Board President Nessenson read a Resolution to enter into Executive Session to discuss the following subjects: Personnel and Legal. Barnes motioned to enter into Executive Session under the Personnel and Legal exceptions. Reilly seconded, all voted in favor and the motion passed.

At 9:35pm, Nessenson motioned to end the Executive session, noting no action was taken, O'Halloran seconded, all voted in favor and the motion passed.

### 7. BOARD REPORTS

Personnel - The Employee Handbook is under review.

Marketing - Director Steinbauer is obtaining quotes from several marketing consultants.

Friends - Upcoming events include a fundraiser at LaRosa (November 11) and a book sale (~~D~~December 12-14).

Facilities - The Board asked questions and requested additional information regarding the recent mold reports and ongoing building leak remediation by the Township. Insurance was also discussed.

Technology - no update.
By-Laws - no update.

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

No citizens were present.

**9. DIRECTOR'S REPORT**

Library Director Steinbauer reviewed the October 2025 Director's Report, highlighting the new play kitchen in the children's space, upcoming Di-November dinosaur themed events, the new Tween collection, Halloween programs, and the upcoming Flower Arranging program.

**10. OLD BUSINESS**

The Board reviewed the security camera quotes and requested that Steinbauer provide additional needed information.

**11. NEW BUSINESS**

The draft 2026 Budget discussion was tabled until the December 8 board meeting. Barnes motioned, seconded by Boyd, to approve closing the Library on Friday November 21 for Staff Development Day and the Holiday Party. All were in favor and the motion passed. A discussion was held regarding the schedule for Saturday November 29.

**12. ADJOURNMENT**

There being no further business, Nessenson moved to adjourn the meeting at 10:25pm, seconded by Barnes, all voted in favor, and the motion was approved.

Minutes approved: December 2025