

Meeting of the Board of Trustees
Wednesday, February 11 @ 7:00 PM
AGENDA

EXPLANATORY NOTE REGARDING PUBLIC COMMENTS

When invited to speak, please clearly state your name and address, spell your last name. Whenever an audience member reads from a prepared statement, please give a copy to the Board Secretary or only the fact that you spoke will appear in the written meeting minutes. Please try to limit your comments to approximately 3 minutes in order to permit all to be heard. Please also turn off all cell phones. Thank you.

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|---|---------------------|
| I. Call to order | Ms. Colbert |
| II. Open Meetings Compliance Statement | Ms. Colbert |
| III. President's Remarks | Ms. Colbert |
| IV. Oath of Allegiance & Oath of Office | Ms. McTernan |
| V. Open Meeting to the Public | |
| VI. Director's Report | Ms. Behr-Shields |
| VII. Consent Agenda | Resolution |
| <i>The following items listed under consent agenda will be approved by one motion without discussion of the specific items. If a Board member wants to discuss an item or would prefer an individual motion, they simply request that the item be removed from Consent. For planning purposes, it would be helpful to contact the Director or Board President prior to the meeting to remove an item from the Consent Agenda.</i> | |
| Acceptance of Minutes for January 2026 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills - February 2026 | |
| Designate News Media for Notices for March - December 2026 | |
| Authorize Non-Fair and Open Contracts for Ingram, Playaway Products, Midwest Tape, Rivistas, The Library Corporation, MAIN Library Alliance | |
| VIII. Reports: | |
| Mayor's Representative | Ms. Amundson |
| School Representative | Ms. Mills |
| IX. New Business | |
| Staff LA Position Proposal | Personnel Committee |
| X. Old Business | |
| Rotunda Design | Design Committee |
| Investment Committee | Finance Committee |
| Great Libraries Discussion | Discussion |
| XI. Adjournment | |

NEXT MEETING: Wednesday, March 11, 2026 @ 7:00 PM

Please notify Amy Behr-Shields (908-277-9455 or abs@summitlibrary.org) if unable to attend.

The SUMMIT FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 14, 2026

CALL TO ORDER: Ms. Sanders called the meeting to order at 7:01 p.m. in the Hickok Meeting Room. Present were John Arthur, Celia Colbert, Christina Amundson, Chintan Shah, Jill Mills, Jackie Lasaracina, Amy Behr-Shields, and Lori Wuest.

COMPLIANCE STATEMENT: In compliance with the Open Public Meetings Act, a statement was read that due notice of this meeting had been given in accordance with the law.

OATH OF ALLEGIANCE & OATH OF OFFICE: Ms. Colbert administered the Oath of Allegiance/Oath of Office to John Arthur, Jill Mills, and Christina Amundson.

2026 BOARD OF TRUSTEES AND OFFICERS: A motion was requested for the officers proposed in the Board packet. Ms. Colbert moved, and Ms. Sanders seconded, to approve the proposed 2026 Board of Trustees Officers. The motion passed.

OATH OF ALLEGIANCE & OATH OF OFFICE: Ms. Colbert administered the Oath of Allegiance/Oath of Office to John Arthur, Jill Mills, and Christina Amundson.

PRESIDENT'S REMARKS: Ms. Colbert welcomed new Trustee John Arthur. She introduced the idea that the Board would engage in ongoing discussions throughout the year focused on defining and understanding what makes a great library. She also discussed the importance of continuing education hours for the Board, particularly for new trustees.

OPEN MEETING TO THE PUBLIC: Ms. Colbert opened the meeting to the public. There were no comments.

DIRECTOR'S REPORT: Ms. Behr-Shields reported that Nico, the bed bug detection dog, inspected the Library at the beginning of January and confirmed that the building is bed bug-free. She also shared that she spoke with the Chief of Police regarding the town's shelter-in-place notification list, following a recent incident at the schools during which the Library was not notified. Ms. Behr-Shields further noted that Ann-Marie Aymer, Head of Youth Services, presented a program titled "*Running Large Programs*" for the New Jersey Library Association on January 21.

Ms. Behr-Shields concluded by reminding the Board that Trustees are required to complete a total of seven hours of training annually. This requirement is cumulative across the Board; for example, if each trustee completes one hour of training, the requirement would be satisfied.

CONSENT AGENDA: Ms. Colbert asked if there were any comments, concerns, or questions regarding the Consent Agenda. Ms. Sanders moved, and Ms. Amundson seconded, the motion to approve the Consent Agenda items: 1) Acceptance of Minutes for December 2025 Board meeting, 2) Director's Report, 3) Finance - Approval of Bills – January 2026 Bill List 12/11/2025-1/14/2026 Regular Budget \$78,859.70 Special Checking Account \$422.51, Manley Winser Account \$1,300.00. Mr. Arthur abstained. The motion passed.

REPORTS:

Mayor's Representative - Ms. Amundson had no updates.

School Representative - Ms. Mills had no updates.

NEW BUSINESS:

RWJ Barnabas SNAP Navigation- Ms. Behr-Shields reported that RWJ Barnabas SNAP Navigation requested permission to visit the Library on a bi-weekly basis to provide services and utilize Wi-Fi for individuals in need of assistance when applying for SNAP benefits. After discussion, the Board agreed to move forward with this arrangement.

Compensation Consulting Proposal- Ms. Behr-Shields stated that the Personnel Committee and the Board had previously discussed the need for a compensation analysis to address current compensation challenges. She consulted with Kate Hall, who has expertise in library human resources and recommended proceeding with Phase 3 of Ms. Hall's proposed work plan. The Board unanimously agreed to move forward with Phase 3 of Ms. Hall's proposal.

2026 Strategic Work Plan- Ms. Behr-Shields presented the proposed 2026 Strategic Work Plan, as developed in collaboration with the Department Heads. The plan emphasizes priority projects to be addressed prior to or in conjunction with the Library joining MAIN. The Board approved the 2026 Strategic Work Plan as outlined.

Rotunda Design Plans- Ms. Behr-Shields presented updated Rotunda design plans and furniture selections. The Board approved the existing design plans and discussed fabric selection as the next step.

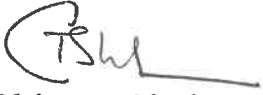
OLD BUSINESS:

Internet Access Policy- Ms. Behr-Shields reported that she consulted with legal counsel regarding liability concerns related to patron internet use. Counsel advised that the Library does not bear liability in cases where patrons engage in activities based on information obtained using library resources. Ms. Amundson moved, and Mr. Shah seconded, the motion to approve the Internet Access Policy. The motion passed.

CLOSED SESSION: Ms. Sanders moved and Ms. Mills seconded the motion to go into closed session at 8:13PM

ADJOURNMENT: Ms. Mills moved, and Mr. Arthur seconded, to adjourn the meeting at 8:27 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Chintan Shah', with a long horizontal stroke extending to the right.

Chintan Shah

Secretary (pro tem)