Meeting of the Board of Trustees
Wednesday, April 9, 2025 @ 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.

I.	**Call to order**	Ms. Sanders
II.	**Open Meetings Compliance Statement**	Ms. Sanders
III.	**President's Remarks**	Ms. Sanders
IV.	**Director's Report**	Ms. Behr-Shields
V.	**Consent Agenda**	Resolution

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.

Acceptance of Minutes for Mar. 2025 Board Meeting
Director's Report
Finance: Approval of Bills - March 2025
Authorize Non-Fair and Open Contracts for Baker & Taylor

VI.	**Reports:**	
	Mayor's Representative	Ms. Amundson
VII.	**New Business**	
	NJSL Rev 250 Grant	Resolution
	Elevator Modernization	Resolution
VIII.	**Old Business**	
	Strategic Work Plan	Discussion
IX.	**Open Meeting to the Public**	
X.	**Adjournment**	

NEXT MEETING: Wednesday, May 14, 2025 @ 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
March 12, 2025

CALL TO ORDER: President Nina Sanders called the meeting to order at 7:00 PM in the Hickok Meeting Room. Present were Jim Fleischmann, Chintan Shah, Christina Amundson, Celia Colbert, Jill Mills, Rachel Kramer, Claire Toth, 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.

PRESIDENT'S REMARKS: Ms. Sanders welcomed everyone to the meeting.

DIRECTOR'S REPORT: Ms. Behr-Shields reported that the Library has leased a new public copy machine, and there will be a slight increase in the cost to patrons for printing and copying services. She also noted that the State Report was due on Monday, March 17, 2025. Finally, Ms. Behr-Shields mentioned that following a report of a patron entering the Library with bed bugs, Western Pest Services conducted an inspection with a bed bug-sniffing dog. The Library passed the inspection, and the patron was suspended in accordance with the Library's conduct and discipline policy.

CONSENT AGENDA: Ms. Sanders asked if there were any comments, concerns, or questions regarding the Consent Agenda.

Ms. Amundson moved and Ms. Kramer seconded the motion to approve the Consent Agenda items: 1) Acceptance of the Minutes, as amended, for February 2025 Board meeting, as corrected 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills March 2025 Bill List 2/13/2025-3/12/2025 Regular Budget $51,045.60, Special Checking Account $1,252.18, Building Fund Account $2,882.97 and February 2025 Bank Reconciliations.

REPORTS: On behalf of Mayor Fagan, Mayor's Representative Ms. Amundson congratulated Ann-Marie Aymer for being selected to present at the NJLA Conference in May.

NEW BUSINESS:

Budget - Building Insurance- The Finance Committee noted that City Administrator Tammie Baldwin informed the Library of an increase in building insurance costs. The Library has paid the City $42,000 annually for building insurance. For 2025, the increase will bring the total to $70,144. The Board requested a detailed breakdown of the content. Ms. Behr-Shields noted that she had requested this already and would follow-up. Ms. Kramer moved and Ms. Mills seconded the motion to approve the amended budget. The motion passed.

Outside Seating- The Building and Grounds Committee proposed purchasing four picnic tables to be placed outside on the Maple Street side of the Library's lawn. This space would provide overflow seating during peak hours and would maximize use of the Library's exterior for library patron use. After discussion, the Board agreed to purchase two tables, with the possibility of purchasing two more in the future. Ms. Amundson moved and Mr. Fleischmann seconded the motion to purchase and install outdoor tables. The motioned passed.

ALA Conference- Ms. Behr-Shields announced that the ALA (American Library Association) Conference will be held in Philadelphia, which presents an excellent opportunity for staff to learn about emerging trends, technologies, and best practices in the field at a lower travel cost. She noted that the Employee Handbook requires Board approval for all out-of-state conferences. Ms. Behr-Shields requested the Board's approval for five staff members to attend the conference. Ms. Colbert moved and Ms. Amundson seconded the motion to approve five members of staff to attend the ALA Conference in June of 2025. The motion passed.

Investment Committee- Trustee Jim Fleischmann, who currently advises on the Library's Vanguard funds, will be stepping down from the Board when his term is completed at the end of this year. The Finance Committee proposed, and the Board discussed, the creation of an "Investment Committee," which would be composed of one trustee and two financial experts to meet bi-annually to review the Vanguard funds and report to the full Board.

OLD BUSINESS:

Furniture Project- The Design Committee shared that they decided on a color palette / design for the new furniture. They are still awaiting a quote for the installation of electrical wiring in the floor.

OPEN MEETING TO THE PUBLIC: Mr. Sanders opened the meeting to the public.

ADJOURNMENT: Ms. Amundson moved to adjourn the meeting. Mr. Shah seconded the motion. The meeting adjourned at 8:25 PM.

Respectfully submitted,

Rachel Kramer,

Secretary