Meeting of the Board of Trustees
Wednesday, February 12, 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
I.	**Oath of Allegiance & Oath of Office**	Ms. Kramer, Ms. Mills
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 Jan. 2025 Board Meeting
Director's Report
Finance: Approval of Bills - February 2025
Authorize Non-Fair and Open Contracts for Midwest Tape, EBSCO, The Library Corporation

VI.	**Reports:**	
	Mayor's Representative	Ms. Amundson
VII.	**New Business**	
	Amended Budget	Finance Committee
	Draft - 2024 Annual Report	Discussion
VIII.	**Old Business**	
	Additional Seating - Design Plans	Design Committee
	Strategic Work Plan	Discussion
IX.	**Open Meeting to the Public**	
X.	**Closed Session**	
XI.	**Adjournment**	

NEXT MEETING: Wednesday, March 12, 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

January 8, 2025

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

2025 BOARD OF TRUSTEES AND OFFICERS: A vote was requested for the officers proposed in the Board meeting packet. Mr. Fleischmann moved and Ms. Colbert seconded the motion to accept the proposed 2025 Board of Trustees Officers. The motion passed.

PRESIDENT'S REMARKS: President Nina Sanders welcomed the new Council Liaison, Claire Toth, and wished the Board of Trustees a happy and healthy new year.

OATH OF ALLEGIANCE & OATH OF OFFICE: Ms. Sanders swore in Christina Amundson as Mayor's Representative.

DIRECTOR'S REPORT: Ms. Behr-Shields mentioned that the water fountain on the main floor is out of order, and that the plumber is scheduled to come the next day to fix it.

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

Ms. Amundson moved and Mr. Fleischmann seconded the motion to approve the Consent Agenda items: 1) Acceptance of Minutes for December 2024 Board meeting, 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills January 2025 Bill List 12/12/2024 -1/8/2025 Regular Budget $44,732.02, Special Checking Account $1,472.13, Building Fund Account $1,858.50 and December 2024 Bank Reconciliations.

REPORTS: Mayor's Representative, Ms. Amundson had no updates this month.

NEW BUSINESS:

Staff Development Day- Ms. Behr-Shields mentioned that the Staff Development Day Committee is requesting that the Board of Trustees approve closing the Library to the public on Friday, August 15, 2025 for a day of continuing education programs for all staff. Ms. Colbert moved and Mr. Fleischmann seconded the motion to close the Library to the public on Friday, August 15, 2025 for Staff Development Day. The motion passed

Additional Seating - Design Plans/Committee- Ms. Behr-Shields and Ms. Brady presented the Board with design plans, created by Soyka Smith Design Studios, to add additional seating in the current CD / Reference area of the Library. Ms.

Behr-Shields and Ms. Brady requested two trustees to volunteer to form the Design Committee to assist in moving forward with design choices. Ms. Amundson and Ms. Sanders volunteered to be on the Design Committee.

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

CLOSED SESSON: Ms. Fleischmann moved and Ms. Colbert seconded the motion to go into closed session at 7:51 PM.

ADJOURNMENT: Ms. Colbert moved to adjourn the meeting. Mr. Shah seconded the motion. The meeting adjourned at 8:08 PM.

Respectfully submitted,

Chintan Shah,

Secretary