

Meeting of the Board of Trustees
Wednesday, September 11, 2024 @ 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 | Mr. Fleischmann |
| II. Open Meetings Compliance Statement | Mr. Fleischmann |
| III. President's Remarks | Mr. Fleischmann |
| IV. Director's Report | Ms. Brady |
| V. 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 June 2024 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills – July/August/September 2024 | |
| VI. Reports: | |
| A. Mayor's Representative | Ms. Kramer |
| VII. New Business | |
| Audit update | Discussion |
| VIII. Old Business | |
| Strategic Plan feedback | Discussion |
| IX. Open Meeting to the Public | |
| X. Adjournment | |

NEXT MEETING: Wednesday, October 9, 2024 @ 7:00 PM
Please notify Abby Brady (908-277-9455 or abrady@summitlibrary.org) if unable to attend.

The SUMMIT FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 12, 2024

CALL TO ORDER: President Jim Fleischmann called the meeting to order at 7:00 PM in the Hickok Meeting Room. Present were Chintan Shah, Celia Colbert, Christina Amundson, Nina Sanders, Courtney Kaczynski, Rachel Kramer, Bob Pawlowski, 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: Mr. Fleischmann had no remarks.

DIRECTOR'S REPORT: Ms. Behr-Shields mentioned that the 150th Birthday Celebration, held on the Village Green on Saturday, June 8, 2024 concluded the 150th celebrations and was a nice day, with about 60 people attending the 1st performance and about 50-60 people attending the 2nd performance. There were also cupcakes from Natale's Bakery and the day kicked off the start of Summer Reading for all ages.

Ms. Behr-Shields also mentioned that the Friends of the Library met for their bi-annual meeting on June 11, 2024. They gave \$32,000.00 to the Library for the usual programs, library of things items, museum passes, and also furniture.

Ms. Behr-Shields noted that the Department Heads will begin the shifting project in August, with the goal of completing it over a Friday, Saturday and Sunday. She discussed the goals of the shift and the details of where the materials would be located.

Ms. Behr-Shields also provided an update on the generator project. Foley is addressing two items prior to scheduling the start-up and load test of the generator - 1) the pipe after the regulator has to be bigger than the pipe before the regulator (this was fixed on Monday, June 10), and 2) they need to know the exact load coming out of the building in order to adjust the automatic transfer switch and the engineer has to sign off on it (the engineer is scheduled to come on Thursday, June 13). During the start-up and load test, there will be a brief loss of power. Staff plan to inform the public in advance and the Library will remain open on that day.

CONSENT AGENDA: Mr. Fleischmann 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 Minutes for May 2024 Board meeting, 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills May 2024 Bill List 5/9/24-6/12/24 Regular Budget \$28,040.78, Special Checking Account \$12,538.31, and Manley Winsor Account \$1,775.00.

REPORTS: Mayor's Representative, Ms. Kramer mentioned that the Mayor attended the Library's 150th Anniversary and made a speech in honor of the Library. She also noted that the Mayor attended the Library's Strategic Retreat and found the process to be well done. Finally, she mentioned that Ms. Sanders, Ms. Amundson, and Ms. Behr-Shields went to the Common Council Meeting on June 4, 2024, to receive a Proclamation from the Mayor's office to proclaim June 8, 2024 as Summit Free Public Library Day.

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

ADJOURNMENT: Ms. Sanders moved to adjourn the meeting. Ms. Amundson seconded the motion. The meeting adjourned at 7:25 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'C. Shah', followed by a long horizontal flourish.

Chintan Shah
Secretary