

**Meeting of the Board of Trustees
Wednesday, June 11, 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.

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| 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 |
| <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 May 2025 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills - May 2025 | |
| VI. Reports: | |
| Mayor's Representative | Ms. Amundson |
| School Representative | Ms. Mills |
| VII. New Business | |
| MAIN Consortium - Task Force | Discussion |
| VIII. Old Business | |
| Use of Outdoor Spaces Policy | Policy Committee |
| Outdoor Signage | Building & Grounds Committee |
| Library Foundation - Solar Project | Discussion |
| IX. Open Meeting to the Public | |
| X. Closed Session | |
| XI. Adjournment | |

NEXT MEETING: Wednesday, September 10, 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

May 14, 2025

CALL TO ORDER: President Nina Sanders called the meeting to order at 7:01 PM in the Hickok Meeting Room. Present were Jim Fleischmann, Chintan Shah, Christina Amundson, Celia Colbert, Jill Mills, Rachel Kramer, 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 gave a special acknowledgment to the Director and staff for their professionalism in handling the recent incidents at the Library.

DIRECTOR'S REPORT: Ms. Behr-Shields had no additional comments but addressed questions regarding NJ State Library funding and the Library's plan to discontinue the Hoopla service.

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

Ms. Amundson moved and Ms. Mills seconded the motion to approve the Consent Agenda items: 1) Acceptance of the Minutes for April 2025 Board meeting, 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills May 2025 Bill List 4/10/2025-5/14/2025 Regular Budget \$34,962.67, Special Checking Account \$3,261.00 and April 2025 Bank Reconciliations.

REPORTS: Mayor's Representative Ms. Amundson reported no new updates.

School Board Representative Ms. Mills reported that the school budget was reduced, leading to cuts that included two librarian positions and several library aides.

NEW BUSINESS:

Library Foundation- The Summit Free Public Library Foundation is considering solar panels for its next fundraising project. The Board held an initial discussion on this topic and all were in agreement that it was worth exploring further.

OLD BUSINESS:

Elevator Modernization- The resolution to amend the contract with TKE Elevator, reflecting a price increase (due to tariffs) to \$120,473.00, was moved by Mr. Fleischman and seconded by Ms. Amundson. The motion passed.

Furniture Project- The Design Committee presented the final color palette and the plan to use power towers for electrical needs in the furniture project. With

these details finalized, the Library is ready to move forward; delivery is expected to take approximately eight weeks once the furniture is ordered. Ms. Sanders moved, and Ms. Colbert seconded, the motion to contract Soyka Smith Design Studios. The motion passed.

Rules of Conduct Policy- The Board discussed whether to add the word “indoor” to the Rules of Conduct provision that prohibits eating in the public areas of the Library. It was decided that no change is necessary, as the forthcoming Outdoor Policy will clarify that eating is permitted at the outdoor tables.

Outdoor Seating Policy- The Policy Committee proposed draft language for the “Use of Outdoor Spaces” policy. The Board reviewed the draft and recommended some minor changes to make the language more specific.

Outdoor Seating Signage- The Building and Grounds Committee proposed draft signage for the soon-to-be-installed tables in the outdoor space. A recommendation was made to include a sentence addressing unattended belongings. The Committee also recommended that the signs be printed and protected by laminate, making it easier to update the language if needed. After a few months, the Committee plans to revisit the option of purchasing permanent signage.

During the discussion of this project, the Board also discussed recent mentions of Library incidents on informal city social media pages. It was decided to continue monitoring these posts but take no action at this time.

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

ADJOURNMENT: Mr. Shah moved to adjourn the meeting. Ms. Amundson seconded the motion. The meeting adjourned at 8:22 PM.

Respectfully submitted,



Rachel Kramer,
Secretary