

Meeting of the Board of Trustees
Wednesday, March 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.

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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 Feb. 2025 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills - March 2025 | |
| Authorize Non-Fair and Open Contracts for Playaway Products LLC | |
| VI. Reports: | |
| Mayor's Representative | Ms. Amundson |
| VII. New Business | |
| Budget - Building Insurance | Finance Committee |
| Outdoor Seating | Building & Grounds |
| ALA Conference | Discussion |
| Investment Committee - Vanguard Funds | Finance Committee |
| VIII. Old Business | |
| Furniture Project | Design Committee |
| IX. Open Meeting to the Public | |
| X. Adjournment | |

NEXT MEETING: Wednesday, April 9, 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
February 12, 2025

CALL TO ORDER: President Nina Sanders called the meeting to order at 7:02 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 and had no further remarks.

OATH OF ALLEGIANCE & OATH OF OFFICE: Ms. Sanders swore in Ms. Kramer and Ms. Mills.

DIRECTOR'S REPORT: Ms. Behr-Shields shared new teen and children's library cards, designed by staff member Rianne Lozano's daughter Maddie.

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

Mr. Fleischmann moved and Mr. Shah seconded the motion to approve the Consent Agenda items: 1) Acceptance of Minutes for January 2025 Board meeting, as corrected 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills February 2025 Bill List 1/9/2025-2/12/2025 Regular Budget \$61,383.42, Special Checking Account \$10,344.57, Manley Winser Account \$2,250.00 and January 2025 Bank Reconciliations.

REPORTS: Mayor's Representative, Ms. Amundson reported that she spoke to the Mayor about the Grace Pop up distribution and about staff concerns about the unhoused in the Library.

NEW BUSINESS:

Amended Budget- The Finance Committee requested that the Board amend the budget, as requested from city officials. Ms. Kramer motioned to approve the amended budget. Mr. Shah seconded the motion. The motion passed.

Draft-2024 Annual Report- Ms. Behr Shields shared the draft of the 2024 Annual Report with the Board and requested feedback. Ms. Behr-Shields noted that she would share the completed 2024 Annual Report with the Mayor / Council. She also noted that it would be available to the public on the front page of the Library's website and a limited number of printed copies would be available inside the Library.

OLD BUSINESS:

Additional Seating - Design Plans- The Design Committee shared that they met and decided on a color palette. The Committee noted that they are still tweaking a few pieces of furniture and they are awaiting the quote to install electrical wiring in the floor. The Committee shared draft language of the resolution that would be submitted to the City of Summit once plans are finalized.

Strategic Work Plan- Ms. Behr-Shields shared the final work plan for 2025. She noted that steps have been taken towards many of the projects and that the Board will receive progress updates at the end of each quarter.

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

CLOSED SESSION: Ms. Colbert moved and Mr. Fleischmann seconded the motion to go into closed session at 8:11 PM.

ADJOURNMENT: Mr. Shah moved to adjourn the meeting. Ms. Amundson seconded the motion. The meeting adjourned at 8:14 PM.

Respectfully submitted,



Rachel Kramer,
Secretary