

**Emergency Meeting of the Board of Trustees**  
**Friday, October 10, 2025 @ 2:00 PM**  
**<https://us06web.zoom.us/j/82370819911>**

**AGENDA**

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| <b>I. Call to order</b>                   | Ms. Sanders      |
| <b>II. Roll Call / Call to Vote</b>       | Ms. Sanders      |
| <b>III. Purpose of the Meeting</b>        | Ms. Sanders      |
| <b>IV. Director's Report</b>              | Ms. Behr-Shields |
| <b>V. Board Discussion / Action Items</b> |                  |
| <b>VI. Adjournment</b>                    |                  |

**NEXT MEETING: Wednesday, November 12, 2025 @ 7:00 PM**  
**Please notify Amy Behr-Shields (908-277-9455 or [abs@summitlibrary.org](mailto:abs@summitlibrary.org)) if unable to attend.**

The SUMMIT FREE PUBLIC LIBRARY  
EMERGENCY BOARD OF TRUSTEES MEETING

October 10, 2025

**CALL TO ORDER:** President Nina Sanders called the meeting to order at 2:01 PM via Zoom. Present were Celia Colbert, Jim Fleischmann, Christina Amundson, and Amy Behr-Shields.

Mr. Fleischmann was appointed Secretary for this meeting (pro tem).

**ROLL CALL VOTE:** The Board conducted a roll call vote to approve an emergency meeting of the Board on Friday, October 10 @ 2PM via Zoom.

Ms. Sanders - Yes

Ms. Colbert - Yes

Mr. Fleischmann - Yes

Ms. Amundson - Yes

The motion carried.

**PURPOSE OF THE MEETING:** Ms. Sanders noted that the purpose of this emergency meeting was to address facilities and public health concerns related to the discovery and treatment of bed bugs in the Library. She emphasized that no other business would be conducted and discussion would be limited to the urgent matter that prompted the meeting.

**DIRECTOR'S REPORT:** Ms. Behr-Shields reported that a bed bug inspection using a canine detector was conducted at the Library on the morning of October 10. The dog alerted on multiple chairs in the building.

Ms. Behr-Shields discussed the findings with Western Pest Services, who presented two treatment options:

1. Full-building fumigation
2. Moving the upholstered furniture into a trailer for fumigation while simultaneously treating all three floors of the Library

Quotes for the treatments are pending, and Ms. Behr-Shields is awaiting guidance from the insurance company regarding potential coverage.

Additionally, Ms. Behr-Shields noted that the Library has signed up for monthly canine inspections and is exploring other proactive measures used by libraries to detect bed bugs. Staff are also in communication with the City of Summit, Summit schools, the Westfield Regional Health Department, and the Library's attorney regarding this matter.

**BOARD DISCUSSION / ACTION ITEMS:**

The Board discussed the importance of issuing a transparent statement to the public and agreed upon the following statement:

The Library is closed for professional bed bug treatment after an issue was identified during an inspection. Experts are on-site and we will reopen once we are advised that it is prudent to do so. We have been in communication with the Westfield Regional Health Department and the City of Summit.

Please hold on to all checked out Library materials until such time as the Library reopens. We will keep you informed of developments.

The Board also discussed the importance of / legalities in determining how the bed bugs are entering the building. Finally, the Board discussed looking into the hiring of a public relations consultant to ensure that the Library's messaging going forward is effective.

Ms. Amundson made a motion to authorize the Library Director to close the Library and spend up to \$25,000 for the remediation process to eliminate bed bugs in the Library. Mr. Fleischmann seconded the motion and the motion passed.

**ADJOURNMENT:** Ms. Amundson moved to adjourn the meeting. Ms. Colbert seconded the motion. The meeting adjourned at 2:52 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J.G. Fleischmann", written over a printed name.

James G. Fleischmann,

Secretary (pro tem)