

**Meeting of the Board of Trustees**  
**Wednesday, November 12, 2025 @ 7:00 PM**  
**AGENDA**

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**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
- IV. Open Meeting to the Public**
- V. Director's Report** Ms. Behr-Shields
- VI. 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 October 2025 Board Meeting / October 2025 Emergency Meeting
  - Director's Report
  - Finance: Approval of Bills - November 2025, Acceptance of 2024 Audit
- VII. Reports:**
  - Mayor's Representative Ms. Amundson
  - School Representative Ms. Mills
- VIII. New Business**
  - 2026 Budget Finance / Personnel Committees
  - Capital Plan Finance / Personnel Committees
  - 2025 Holiday Pay Finance / Personnel Committees
- IX. Old Business**
  - MAIN Consortium - Trustee Conversations Discussion
- X. Closed Session**
- XI. Adjournment**

**NEXT MEETING: Wednesday, December 10, 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  
BOARD OF TRUSTEES MEETING  
October 8, 2025

**CALL TO ORDER:** Ms. Sanders called the meeting to order at 7:03 PM in the Hickok Meeting Room. Present were: Jim Fleischmann, Celia Colbert, Christina Amundson, Chintan Shah, Jill Mills, 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 to the meeting.

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

**PRESENTATION/GUESTS:** Ms. Behr-Shields introduced Girl Scouts Hailey Milnes, Rian Kurlander, and Sophie Babineau, who were presented certificates for completing their Silver Award project. Over the past year, they dedicated significant time and effort to the Library's Native Seed Library, contributing through seed sorting, educational outreach, and community engagement.

Mr. Phillip Berg, Executive Director of MAIN, gave a presentation to the Board about the Main Library Alliance Consortium.

**DIRECTOR'S REPORT:** Ms. Behr-Shields reported that Ms. Rachel Kramer resigned from her position as Library Trustee effective September 25, 2025. Ms. Behr-Shields has spoken with City Clerk Rosemary Licatase and Mayor Fagan, who will begin the process of identifying a candidate to serve the remainder of Ms. Kramer's term.

Ms. Behr-Shields also noted that the Library's 2026 budget will increase by \$276,033, and that all Union County libraries are receiving budget increases for 2026.

Additionally, Ms. Behr-Shields reported that Baker & Taylor, one of the nation's primary vendors for library materials, has announced that it will cease operations by December 31, 2025.

Finally, she shared that the canine inspection is scheduled for Friday, October 10, prior to the Library's opening.

**CONSENT AGENDA:** Ms. Sanders asked if there were any comments, concerns, or questions regarding the Consent Agenda. Mr. Shah moved, and Mr. Fleischmann seconded the motion, to approve the Consent Agenda items: 1) Acceptance of Minutes for September 2025 Board meeting, 2) Director's Report, 3) Finance: Treasurer's Report, 4) Approval of Bills October 2025 Bill List 9/12/2025-10/08/2025 Regular Budget \$123,221.33, Special Checking Account \$4,687.39, Manley Winser Account \$31,106.48, and Building Account \$150.00. The motion passed.

**REPORTS:** Mayor's Representative, Ms. Amundson discussed the recent pest concern at the Library.

School Representative, Ms. Mills reported that the Board of Education is reviewing the district's Strategic Plan.

**NEW BUSINESS:**

2026 Holiday & Closings: Mr. Fleischmann moved and Mr. Shah seconded the motion, to approve the 2026 Holiday & Closings. The motion passed.

2026 Board of Trustee Meetings: The Board amended the 2026 meeting schedule, moving the November meeting from November 11 to November 18, 2026. Ms. Mills moved, and Mr. Shah seconded, to approve the amended schedule. The motion passed.

October-Special Meeting: Ms. Behr-Shields and the Board discussed the possibility of holding a special budget meeting at the end of October to discuss the Director's performance evaluation and compensation for 2026. It was decided to discuss these items in the November meeting.

Board Meeting Minutes / Agendas: The Board discussed the attorney's recommendation to post one year's worth of agendas and minutes on the Library's website. Following discussion, the Board agreed to move forward with this recommendation.

MOU-Bridges: Ms. Behr-Shields shared that Mr. Rich Uniacke, President of Bridges Outreach, contacted her regarding their Summit Foundation grant application to fund a full-time housing support case manager to be placed in the Library. He requested that Ms. Behr-Shields sign an MOU in support of the proposal. After discussion, the Board considered that the MOU did not reflect the appropriate relationship between the Library and Bridges, and consequently, declined to approve the Bridges MOU.

Giving Machines: Ms. Behr-Shields reported meeting with Chester Elton, who proposed hosting temporary "Giving Machines" at the Library during November-December. These vending-style machines allow donors to purchase items for local nonprofits, such as meals, school supplies, and shoes. After discussion, the Board felt the Library was not the appropriate location for the machines.

**OLD BUSINESS:**

**MAIN Consortium:** The Board discussed Mr. Berg's presentation and agreed to continue their discussion of the MAIN Consortium at the November Board meeting, focusing on feedback from trustees of Main member libraries.

**CLOSED SESSION:** Ms. Sanders moved, and Ms. Amundson seconded, to enter Closed Session at 9:16 PM.

**ADJOURNMENT:** Ms. Amundson moved, and Mr. Fleischmann seconded, to adjourn the meeting at 10:05 PM.

Respectfully submitted,



Chintan Shah

Secretary (pro tem)