

Meeting of the Board of Trustees
Wednesday, December 10, 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.

- | | |
|---|------------------|
| 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 |
| <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 November 2025 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills - December 2025 | |
| Authorize Non-Fair and Open Contract for Ingram Content Group | |
| VII. Reports: | |
| Mayor's Representative | Ms. Amundson |
| School Representative | Ms. Mills |
| VIII. New Business | |
| Internet Access Policy | Policy Committee |
| IX. Old Business | |
| Investment Committee MOU | Discussion |
| Staff Holiday Pay | Re-Approve |
| Confirmation of Salary Approval | Follow-Up |
| X. Adjournment | |

NEXT MEETING: Wednesday, January 14, 2026 @ 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
November 12, 2025

CALL TO ORDER: Ms. Sanders called the meeting to order at 7:00 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 acknowledged Ms. Behr-Shields for her leadership and effective handling of the recent bed bug situation.

OPEN MEETING TO THE PUBLIC: Ms. Sanders opened the meeting to the public. There were no comments.

DIRECTOR'S REPORT: Ms. Behr-Shields reported that Mayor Fagan will appoint a new Board member (replacing Ms. Rachel Kramer) to the Board of Trustees in January.

She also announced that the Library received notification of a \$10,000 gift from the Carnegie Corporation of New York in commemoration of America250. The funds may be used at the Library's discretion to benefit the community.

CONSENT AGENDA: Ms. Sanders asked if there were any comments, concerns, or questions regarding the Consent Agenda. Ms. Amundson moved, and Mr. Shah seconded the motion, to approve the Consent Agenda items: 1) Acceptance of Minutes for October 2025 Board meeting, 2) Director's Report, 3) Finance - Approval of Bills - November 2025 Bill List 10/09/2025-11/12/2025 Regular Budget \$57,610.66, Special Checking Account \$1,670.08, Manley Winser Account \$6,717.35 4) Finance - Acceptance of 2024 Audit. The motion passed.

REPORTS:

Mayor's Representative - Ms. Amundson reported that the Mayor was pleased to learn of the Library's \$10,000 award from the Carnegie Corporation.

School Representative - Ms. Mills had no comments.

NEW BUSINESS:

2026 Budget: The Finance Committee presented the proposed 2026 Budget. After discussion, Mr. Fleischmann moved, and Ms. Colbert seconded, to approve the 2026 Budget. The motion passed.

Capital Plan: The Finance Committee presented the 2026 Capital Plan, which includes funding for a future roof replacement. After discussion, Ms. Amundson moved, and Mr. Fleischmann seconded, to approve the 2026 Capital Plan. The motion passed.

2025 Holiday Day Pay: Ms. Behr-Shields noted that the Employee Handbook provides 10 hours of holiday pay to employees with five or more years of service

who regularly work ten or more hours per week. Ms. Colbert moved, and Ms. Amundson seconded, to approve the 2025 Holiday Pay. The motion passed.

OLD BUSINESS:

MAIN Consortium: The Board reviewed feedback from trustees at other libraries currently participating in the MAIN Library Alliance. After discussion, the Board unanimously voted to join the MAIN Consortium. Ms. Amundson moved, and Ms. Mills seconded, to approve joining the MAIN Library Alliance. The motion passed.

CLOSED SESSION: Ms. Colbert moved, and Ms. Amundson seconded, to enter Closed Session at 7:43PM.

ADJOURNMENT: Ms. Amundson moved, and Ms. Sanders seconded, to adjourn the meeting at 7:59 PM.

Respectfully submitted,



Chintan Shah

Secretary (pro tem)