

**Meeting of the Board of Trustees**  
**Wednesday, January 14 @ 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.*

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| <b>I. Call to order</b>   | Ms. Sanders                              |
| <b>II. Open Meetings Compliance Statement</b>   | Ms. Sanders                              |
| <b>III. Oath of Allegiance &amp; Oath of Office</b>   | Ms. Amundson, Ms. Mills, &<br>Mr. Arthur |
| <b>IV. 2026 Board of Trustees and Officers</b>  | Approval                                 |
| <b>V. President's Remarks</b>   | Ms. Colbert                              |
| <b>VI. Open Meeting to the Public</b>   |  |
| <b>VII. Director's Report</b>   | Ms. Behr-Shields                         |
| <b>VIII. Consent Agenda</b>   | 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 December 2025 Board Meeting   |  |
| Director's Report   |  |
| Finance: Approval of Bills - January 2026   |  |
| Designate News Media for Notices  |  |
| Establish Cash Management Plan  |  |
| Authorize Bank Account Signatures   |  |
| <b>IX. Reports:</b>   |  |
| Mayor's Representative  | Ms. Amundson                             |
| School Representative   | Ms. Mills                                |
| <b>X. New Business</b>  |  |
| SNAP Navigation   | Discussion                               |
| Rotunda Design Plans  | Design Committee                         |
| Compensation Consulting Proposal  | Discussion                               |
| 2026 Strategic Work Plan  | Discussion                               |
| <b>XI. Old Business</b>   |  |
| Internet Access Policy  | Policy Committee                         |
| <b>XII. Closed Session</b>  |  |
| <b>XIII. Adjournment</b>  |  |

**NEXT MEETING: Wednesday, February 11, 2026 @ 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  
December 10, 2025

**CALL TO ORDER:** Ms. Sanders called the meeting to order at 7:00 p.m. 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 thanked Mr. Fleischmann for his many years of dedicated service to the Library Board of Trustees and wished the Board happy holidays.

**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 MAIN has approved the Summit Free Public Library's application to join the consortium, with a transition date anticipated for June 10, 2026. She also noted that new RFID security gates have been installed at the front entrance; these gates were acquired at no cost from the Fanwood Memorial Library.

**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 November 2025 Board meeting, 2) Director's Report, 3) Finance - Approval of Bills - December 2025 Bill List 11/13/2025 -12/10/2025 Regular Budget \$42,233.86 Special Checking Account \$1,954.47, Manley Winser Account \$37.50. The motion passed.

**REPORTS:**

Mayor's Representative - Ms. Amundson reported that the Mayor noted selection of two new Board members beginning January 2026. The Mayor also expressed her excitement and support for the Library's upcoming participation in MAIN.

School Representative - Ms. Mills had no report.

**NEW BUSINESS:**

Internet Access Policy: Ms. Behr-Shields reported that the Library attorney drafted an updated Internet Access Policy, which was reviewed and revised by the Policy Committee. The Board discussed the proposed changes. Mr. Fleischmann raised a question regarding liability. Ms. Behr-Shields will follow up with the attorney, and the Board will revisit approval of the policy at the January meeting.

**OLD BUSINESS:**

Investment Committee MOU: Ms. Behr-Shields, Mr. Fleischmann, and Mr. Shah reviewed a draft Memorandum of Understanding (MOU) from the attorney regarding the Investment Committee. The Board discussed the MOU and noted that it should reference external investments, rather than a cash management plan. The discussion also included forming a four-member committee composed of the two members of the Finance Committee (including the Treasurer) and two non-trustee members, with the Board Treasurer serving as chair and reporting to the Board of Trustees. Ms. Sanders moved, and Mr. Fleischmann seconded, to approve the MOU as amended. The motion passed.

Staff Holiday Day Pay: Ms. Behr-Shields reported that holiday pay for eligible part-time staff required re-approval due to a prior miscalculation. Ms. Amundson moved, and Ms. Mills seconded, to approve the amended 2025 holiday pay. The motion passed.

Confirmation of Salary Approval: Ms. Behr-Shields stated that her salary required formal approval in Open Session, as the Board may only reach informal consensus in Closed Session. Ms. Sanders moved, and Ms. Amundson seconded, to approve Ms. Behr-Shields' 2026 salary. The motion passed.

**ADJOURNMENT**: Mr. Fleischmann moved, and Ms. Colbert seconded, to adjourn the meeting at 7:50 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CSU', followed by a horizontal line extending to the right.

Chintan Shah

Secretary (pro tem)