

UPPER SADDLE RIVER LIBRARY
BOARD OF TRUSTEES MEETING
May 20, 2026

	Present	Absent
Miriam Bakal	X	
Dennis DeBenedetto	X	
Maria-Elena DeGregorio	X	
Erica Fields	X	
Robin Friedman	X	
Kathryn Ennist, Director	X	
Louisa Quarto, Alternate to the Mayor	X	
Kerri Parelhoff, Alternate to the Superintendent	X	

Miriam Bakal called the meeting to order at 6:00 p.m.

Pursuant to New Jersey P.L. 2025, c. 72, proper notice of this meeting has been provided by posting appropriate notice on the Library’s website under the “Legal Notices and Public Announcements” section where the complete text of all legal notices required to be published by the Upper Saddle River Library can be obtained or viewed by the public at <https://uppersaddleriverlibrary.org/>. In addition, notice has been posted on the Library Bulletin Board; and notice was sent to the Borough of Upper Saddle River. The New Jersey Secretary of State has established a Legal Notice Hyperlink Page, <https://www.nj.gov/state/statewide-legal-notices-list.shtml>, allowing members of the public to find hyperlinks to the Official Internet Legal Notices Webpage of the Upper Saddle River Library.

Miriam Bakal took a roll call for attendance: Bakal- yes, DeBenedetto – yes, DeGregorio- yes, Fields – yes, Friedman- yes, Quarto – yes, Parelhoff – yes.

Erica Fields made a motion, seconded by Miriam Bakal to accept the minutes of the April 16, 2026 minutes. The motion was unanimously approved

The meeting was opened to the public for comment. No one from the public was present.

Correspondence: None.

Financial: Maria-Elena DeGregorio presented the Schedule of Revenues and Expenses from January 1, 2026 through April 30, 2026. Miriam Bakal made a motion, seconded by Robin Friedman to accept the following resolution: Be it resolved that the attached Schedule of Revenue and Expenses from January 1, 2026 through April 30, 2026 be approved. The motion was unanimously approved.

Maria-Elena DeGregorio presented the check and voucher register from April 28, 2026 through May 20, 2026. Miriam Bakal made a motion, seconded by Robin Friedman to accept the

following resolution: Be it resolved that the attached schedule of revenues and expenses from April 28, 2026, through May 20, 2026 be approved. The motion was unanimously approved.

Director's report:

- a. Story walk: Eagle Scout Jonathan DeGregorio has nearly completed the story walk project for the library. We are very excited about the new walk and cannot wait to get our first story walk up and running in conjunction with our Summer Reading Program. Thank you so much to Jonathan for all of his hard work. We know that the story walk will make our young patrons and their families very happy!
- b. 3rd Grade Visits 4/14/26 - 4/15/26: The third grade classes from Bogert came and visited us to learn about the library. The Children's Librarian gave the students a presentation about what the library has to offer, summer reading, how to find things in the library, and more. After the presentation students were taken on tours of the library and participated in a scavenger hunt. It was a fun time that we look forward to each year.
- c. Archways to Learning School Visit 5/13/26: Fourteen students ranging in age from 3 - 13 visited the Library on 5/13/26. Half of the students met with our Children's Librarian and half met with our Teen Librarian. Students were shown around the library, listened to a story with their respective librarian, and got to color and learn how to check out books. This was the first time the ABA program formally visited the library and it was a wonderful experience all around. We look forward to having them back in the future.
- d. Meeting Rooms Online: Community Organizations can now sign up for meeting rooms through our website. The process should be more streamlined for both those looking to reserve meeting space and for staff.
- e. 5/18/26 Staff Meeting: We had our second quarter staff meeting on Monday, 5/18/26. We covered some basic housekeeping items, talked about upcoming events, including summer reading, went over updated requirements for continuing education hours for all staff members, reviewed elements of the personnel manual, and watched a corresponding training video. We will hold our next staff meeting sometime in July or August.
- f. Summer Reading Kickoff 6/13/26: Our Summer Reading Kickoff Party will be held the 2nd Saturday of June. The summer reading theme this year is "Unearth a Story". We are looking forward to a fun afternoon of games, crafts, snacks, and signups for all ages. This will be a great way to start our Summer Reading Program and season. A very special thank you to the Friends of the Library for their continued support of the Summer Reading Program.
- g. Vacation Notification: I will be on vacation from 6/19/26 through 6/27/26. I will have limited access to email.

Buildings & Grounds report: Dennis DeBenedetto reported that the 10 year report should be finished by next meeting. He will put out a request for proposal for other bids.

Friends report: The budget for updating both solarium was shown to the Friends. A meeting will be scheduled with the Friends and members of the Board of Trustees to discuss working together in the future.

Mayor and Council report: The town will reach out to us about USR Day which is scheduled for September 26, 2026.

Personnel report: Kathryn Ennist reported the Personnel Board is working on an issue

Old Business: None.

New Business:

- a. The program disclaimer was discussed. It was agreed that the disclaimer will have to be on the bottom of all library websites advertising programs, and on the bottom of all flyers
- b. The meeting opening statement was reviewed.
- c. The meeting room policy update was reviewed. Miriam Bakal made a motion to accept and Erica Fields seconded the motion. It was passed unanimously.
- d. The Library Gift and Donation Policy Update was reviewed. Miriam Bakal made a motion to accept and Erica Fields seconded the motion. It was passed unanimously

Miriam Bakal made a motion, seconded by Erica Fields, to adjourn the meeting at 7:00 P.M.

Respectfully submitted,

Erica Fields