

UPPER SADDLE RIVER LIBRARY
BOARD OF TRUSTEES MEETING
September 16, 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.

Miriam Bakal made a motion, seconded by Robin Friedman to accept the minutes of June 17, 2026 minutes. A roll call vote was taken: Bakal- yes; DeBenedetto- abstain; DeGregorio- abstain; Fields- abstain; Friedman- yes; Quarto- yes; Parelhoff- yes.

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 August 19, 2026. Maria-Elena DeGregorio 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 August 19, 2026 be approved. The motion was unanimously approved.

Maria-Elena DeGregorio presented the check and voucher registers from June 24, 2026, through July 15, 2026. Maria-Elena DeGregorio made a motion, seconded by Robin Friedman to accept the following resolution: Be it resolved that the attached schedule of revenues and expenses from June 24, 2026, through July 15, 2026, be approved. The motion was unanimously approved.

Maria-Elena DeGregorio presented the check and voucher registers from July 15, 2026, through August 19, 2026. Maria-Elena DeGregorio made a motion, seconded by Robin Friedman to accept the following resolution: Be it resolved that the attached schedule of revenues and expenses from August 19, 2026, through September 16, 2026, be approved. The motion was unanimously approved.

Maria-Elena DeGregorio presented the check and voucher registers from August 19, 2026, through September 16, 2026. Maria-Elena DeGregorio made a motion, seconded by Robin Friedman to accept the following resolution: Be it resolved that the attached schedule of revenues and expenses from August 19, 2026, through September 16, 2026, be approved. The motion was unanimously approved.

Director's report:

- 1. BCCLS Executive Director Update:** The current Executive Director of BCCLS, Dave Hanson, has given his notice that he will be leaving BCCLS on October 23, 2026. Dave was Executive Director of BCCLS for 8 years. The BCCLS Membership is in the process of searching for a good candidate to fill the role.
- 2. BCCLS System Council 6/18/26:** The Bayonne Public Library will be joining BCCLS in 2027.
- 3. BCCLS Executive Board Meeting 7/23/26:** BCCLS will review its requirements for petition for BCCLS Membership. BCCLS will consider a code of conduct.
- 4. BCCLS Executive Board Meeting 8/27/26:** The BCCLS Executive Board advanced 2027 Budget and Personnel recommendations to the 9/24/26 System Council meeting. They also authorized the Executive Director Search Committee to hire an interim BCCLS Director as well as a search firm.
- 5. BCCLS App Enhancement:** The Upper Saddle River Library is one of the first libraries in BCCLS that now has the capability for patrons to use the BCCLS App to check out items while in the Library. This provides patrons with another option when they are ready to check out materials. They can take advantage of checking out at the circulation desk, via MeeScan (either the kiosk or the app), or the BCCLS app. We have many patrons who already use the BCCLS App. Having a self-check out option in the app provides even more streamlined service for patrons.
- 6. Eagle Scout Court of Honor Ceremony:** On 7/25/26 I attended Jonathan DeGregorio's Eagle Scout Award Ceremony. It was wonderful to see Jonathan and the other Scouts acknowledged and awarded for all of their hard work and their service to the local communities. We are so grateful for Jonathan's work on the story walk for the library and his commitment to resolving the unexpected condensation issues.

- 7. Parking Incident and Ordinance:** On 7/21/2026 we had a patron drive their car onto the sidewalk/front walkway and block the front entrance while they loaded people into the car. Fortunately there was no damage to the sidewalk/walkway. The police were contacted and a report was filed. The police did contact the patron about the incident as this conduct is prohibited under the New Jersey Revised Statutes, specifically N.J.S.A. 39:4-71. As per the Borough Administrator the existing state statute is fully enforceable and provides for applicable penalties should we have another incident like this in the future.
- 8. Summer Reading Wrap-Up:** We had a very successful 2026 Summer Reading Program. The program wrapped with our biggest reading year yet for across all three age groups. We had an over 60% increase in teen signups from 2025. Teens logged a total of 1,952 hours of reading. Adults logged an average of 14 books each for the program. 399 children signed up for the Children's program, an increase of over 150 participants. Additionally we had over 1,500 people attend over 90 programs during the summer. Thank you to the Friends for providing the funding for a great Summer Reading Program!
- 9. HVAC System in Children's/Teen Area:** One of the units in our Children's area (right about our Teen room) has to be replaced. The recommendation of our HVAC Contractor is to replace this unit and the two on either side of it as well as the corresponding roof units. Given the size of this recommendation, we have asked two additional HVAC Companies to look and provide quotes for the work.
- 10. Solarium Renovation Update:** The Library's three solariums will be renovated with new carpet and furniture. The carpet has been ordered and should be installed towards the end of September. The furniture company has provided updated renderings of the three solariums as well as an updated proposal.
- 11. Personnel Changes:** Our Children's Assistant took a full time position at another library. We have filled the role with one of our Library Assistants and are currently advertising for a new Library Assistant to fill the vacated hours. We are confident that our new Children's Assistant will do a great job in this new role.
- 12. USR Day 2026:** The staff is getting ready for USR Day (Saturday 9/26/26). This year the Library will once again feature our prize wheel, button making, crafts, information about the library, and meet and greet with our favorite Pete the Cat. Please encourage people who plan to attend the day to stop by our tent & the Friends of the Library tent (both located close to the Community Organization Tent). There will be information about our planned solarium renovations and the Friends will have opportunities for people to donate towards the renovations' fundraiser.
- 13. October Board Meeting Reminder:** Our October meeting is a week earlier than normal. The meeting will be on the second Wednesday of October: October 14, 2026.

Buildings & Grounds report: Dennis DeBenedetto reported that we have two proposals for new air conditioning systems. The budget for the sidewalk is nearly finished. The Capital Plan proposal is being drafted.

Friends report: The theme for USR Day will be “The Next Chapter: Reimagining the Library.” They have voted to allocate \$25,000 to the solarium. They raised \$2300 at the last book sale.

Mayor and Council report: No updates.

Personnel report: Kathryn Ennist that we have filled the vacated position of Children’s Assistant with one of our Library Assistants. We are currently advertising for a new Library Assistant

Old Business: None.

New Business:

- a. Kathryn Ennist presented the resolution to Accept Gifts to the Library from the Friends of the Upper Saddle River Library #2026-11. Miriam Bakal made a motion, seconded by Robyn Friedman, accept the following resolution: Be it resolved that the attached resolution to Accept Gifts to the Library from the Friends of the Upper Saddle River Library #2026-11 be approved. The motion was unanimously approved.
- b. Kathryn Ennist presented the updated Unattended Child Permission Form for 4th & 5th Grades and for Grades 6 and up. Miriam Bakal made a motion, seconded by Erica Fields, accept the following resolution: Be it resolved that the attached Unattended Child Permission Form for 4th & 5th Grades and for Grades 6 and up be approved. The motion was unanimously approved.
- c. The 2025 Audit report was distributed for a first read. Discussion ensued.

Miriam Bakal made a motion, seconded by Robin Friedman, to adjourn the meeting at 6:54 P.M.

Respectfully submitted,

Erica Fields