

The Board of Trustees of Teaneck Public Library

Minutes of the Regular Board Meeting of the Board of Trustees

October 9, 2025

(Note: Due to library renovations, this was an online meeting via Google Meet.)

Call to Order, Attendance

Call to order at 7:03 PM. This meeting is being held in accordance with Public Law - 1975 Chapter 231, the Open Public Meetings Act, also known as the "Sunshine Law." The adequate notice of the meeting, including the date, time, and place of the meeting, has been provided.

Trustees Present: Benjy Burnat, President; Keisha Carter, Vice President; Paul Ostrow, Treasurer; Chondra Young, Secretary; Evalyn Brownstein; Myron Chaitovsky; Sandra Silverberg.

Also Present: Shinae Hyun, Library Director; Karen Orgen, Council Member; Lynn Kloss, Friends of the Teaneck Public Library; Scott Pleasants, Teaneck Poet Laureate.

Absent: Dr. Andre Spencer, Superintendent; Seleene Lewis Wong, Mayor's Representative.

Minutes

Upon motion by Sandi Silverberg, (Chondra Young, second), the minutes of the Board's September 2025 meeting were approved with amendment that the budget was ongoing under the Friends Report.

Friends Report

Sandi Silverberg, President of the Friends, reported:

- They have been very busy working with the Director and the landscaper and "gifting" the beautiful garden in front of the Library, as well as installing a sprinkler system.
- They spent most of their previous meeting reviewing the jobs to do at the reopening - manning the stations - for music, balloons, cake, etc.
- They are very happy to receive the Director's 2026 wishlist and delighted to announce that all but one have been granted, with an overall total of ~ \$50,000 - 60,000.

Treasurer's Report

Upon motion by Sandi Silverberg (Myron Chaitovsky, second), the Financial Report was accepted without objection, with all in favor.

Approved by the Library Board of Trustees on November 6, 2025

Director's Report

Director Shinae Hyun reported that we have been very busy since the last week of August, with 3 weeks left before reopening, and still a lot to be done:

1. A lot of staff are back in the Library.
2. There will be a break in service from October 27 until the reopening, but patrons can still visit any BCCLS branch for library services.
3. We have 9 new PT hires, who will be trained during the last week of October.
4. Some collections have been shifted and everyone needs to know where everything is now.
5. A new label maker is now making the book labels more efficiently, with less time/product waste.
6. November programs will be on a flyer to be handed out during the Reopening event.
7. Staff are working on the December - February Winter Newsletter.
8. Staff will start promoting the Reopening on social media, etc.
9. The Library will be visiting the Farmers Market again next year and have a regular table.
10. Different landscaping and sprinkler systems were considered with the Friends President/Board Trustee until one company for each was selected.
11. Reiner performed the regular filter and belt changes.
12. The elevator had an issue with the key switch, which was changed.
13. Job postings are up for PT Library Assistant, Librarian, and Page, since more need to be hired.

New Business

Upon motion by Myron Chaitovsky (Chondra Young, second), the 2024 Audit (#25-54) was accepted, with all in favor. It was also noted that in the future, the budgets may move to QuickBooks, which will provide better recordkeeping.

After a brief discussion, upon motion by Paul Ostrow (Sandi Silverberg, second), FY26 Draft Budget (#25-55) was accepted, with all in favor.

Resolution LB-25-26: Upon motion by Sandi Silverberg (Chondra Young, second), all were in favor of accepting the updated Provident Bank Account Signers.

Resolution LB-25-27: Upon motion by Sandi Silverberg (Evalyn Brownstein, second), all were in favor of putting State Aid into Provident Bank, to provide activity for the account.

Old Business

Reopening:

The Director and the Friends President have been hard at work planning the Reopening Day events. There will be ongoing activities, music, and special events (with vendors from Teaneck), in addition to the opening ceremony with ribbon cutting by the Director: a balloon artist for the kids; giveaways by the Library and the Friends; raffle winners, as everyone who comes will receive a ticket; a poetry ceremony/contest announcement by the Poet Laureate; and a kosher cake. Funding for the Reopening Event is mostly from the Friends, with some from the Library's program budget.

The Friends President added that they are hopeful that a lot of people will show up, and that it will be a "bright, sunny day." Although the Program is from 1-4 PM, the Library will be open until 5 PM - regular business hours. Newspapers should be given a heads-up, to which the Treasurer responded he already reached out to the Assignment Editor.

These are still in progress:

- Although the CO was obtained on September 19, punchlist items still remain, and some won't be accomplished because the contractors are waiting on the items that have been ordered.
- As Clancy unpacked our books for reshelving, they noticed a section of the boxes in the Auditorium had water damage. The Insurance Appraiser came and took pictures of the damage.
 - Mold is not covered by the insurance, but sanitizing the carpet is covered, in addition to the replacement of the damaged library materials.
 - Staff discarded some materials.
 - A list of the estimated replacement costs has been provided.
 - Servpro came to treat the water-damaged wall.
 - Zimick came to steam clean the carpet.
 - This is a water problem shared by all the buildings in the municipal complex, so it must be solved by the Township. The engineer is reviewing plans to mitigate future water damage.

New Construction:

Phase 2 will be the lower level bathrooms. According to the architect, it is a little complex, as it does not quite fit with ADA grants, as the bathrooms have poor lighting and poor ventilation; and the plumbing goes through the heating system for the hot water, so there are many changes.

Phase 3 will be the Auditorium, and likely last. The Director asked the Township Manager if the Library could apply for the Bergen County grant (for which only 1 department in 1 municipality can apply - and the Township is already working on something for 2026) for the next, next year - 2027.

The concern is that old insulation of old piping was asbestos. There was limited environmental testing done and it is probable that the building will not need to be closed to do the renovations. And during the renovation process, they will try to avoid touching it as well.

Remarks from the Public

Friends member Lynn Kloss invited everyone to the BCCLS Scholarship Brunch at the Fiesta on October 21: \$65/ticket, with raffles/giveaways. The Friends donated a gift basket and a \$200 gift card for the event.

Teaneck Poet Laureate Scott Pleasants reminded everyone that on Reopening Day, there will also be an unveiling of a permanent poetry marker and the winner(s) of the community poetry contest will be announced in the Children's Reading Garden. Poems will be on display in a public area within the Library. The Director has requested DPW clean up the Children's Reading Garden in advance of the event.

Good and Welfare

The Director reminded the Board Members they should stop by for their own "swag bag," which includes a Reopening T-shirt to be worn at the event; and that all should show up before 1 PM. The next board meeting (November 6) will be in the Library.

Adjournment

Upon motion by Paul Ostrow (Myron Chaitovsky, second), the meeting adjourned at 7:57 PM without objection.

Chondra Young, Secretary
Prepared by Deborah Young