

**Long Hill Township Public Library
Board of Trustees Meeting
April 20, 2016**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:31 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue	Susan Gard
Pam Klawitter	Mary Mayer	Lynette Schneider	Sally Semper

Absent: Matthew Laubscher

Also present:

Lyn Begraft, Library Director

Lena Golden, Friends of the Library member

II Open Meeting Compliance Statement

President Joan Donahue read the statement of compliance with the Sunshine Law.

III President's Remarks

New Board members, Pam Klawitter and Lynette Schneider, were sworn in by President Donahue. Ms. Klawitter was appointed to fill the remaining 4 years of a vacated trustee position, and her term will end in 2019. Ms. Schneider was appointed for a five year term, ending in 2020.

Ms. Donahue welcomed the new trustees, and the Friends of the Library's representative, Ms. Golden. Board members were reminded to complete their online Financial Disclosure forms by the end of April. It was noted that the forms do not need to be printed or handed in this year. Ms. Donahue will be emailing a list of the Board Committees to the trustees. Several committees are in need of new members. Trustees were asked to express their committee preferences and interests to the President. Ms. Donahue mentioned that the Friends of the Library have collected more than 7,000 books for their book sale, which will be held April 22-24.

IV Consent Agenda

Director's Report

There were no additions to Ms. Begraft's written report.

Treasurer's Report

Bill List	Librarian's Discretionary and Petty Cash Report
Profit and Loss	Balance Sheets

Acceptance of the Minutes from the following meeting:

March 16, 2016 Regular Meeting

On a motion by Ms. Clemson, seconded by Ms. Burtnett, the Consent Agenda was unanimously accepted, with Ms. Klawitter and Ms. Schneider abstaining on the minutes from the March 16, 2016 Regular Meeting.

V Committee Reports

Building & Grounds

- Ms. Mayer reported that the Library windows will be cleaned, but a date has not been set.
- She noted that “best practices” indicate that we should have a Building and Grounds binder which would keep a record of all building and maintenance issues. Ms. Mayer will be creating a binder for this purpose. In addition, the Building and Grounds committee should create an annual report of all building and grounds issues that were addressed during the year, and provide a copy to the town.
- Ms. Mayer is still waiting to hear from the Township about the step repair at the Library entrance, and the ice and gutter issues.

Finance – Ms. Clemson reported that she, along with Director Begraft, will be visiting the banks where the Library has accounts on Monday.

Technology – It was determined during the past week that the Library needs 6 new computers, including the Director’s PC and 5 machines used by the public. Ms. Luderitz recommends that we purchase the new machines as part of a group order which will substantially reduce the price.

Personnel – no report

Administrative Policy Manual & ByLaws – no report

Marketing – no report

VI Old Business

- **Correction to Resolution 2016-09: 2016 Salaries and Wages** Due to a salary error in Resolution 2016-09, it was necessary to replace that resolution with an amended Resolution, 2016-10. On a motion by Ms. Clemson, seconded by Ms. Burtnett, the Board unanimously approved the amended “2016 Salaries and Wages” Resolution 2016-10.
- **Stirling Street Fair** – Ms. Burtnett has submitted the Library’s application for a booth at the Street Fair. The Library’s table will be located on the east side of Main Street, near the *Milk Money* consignment shop. Set-up will begin at 8:00am. Board members were reminded to wear their green Library shirts, and Ms. Burtnett will be providing name tags for the volunteers. We will be running a guess-the-goldfish game, promoting the book sale, and manning the ever-popular bubble machines.

VII New Business

- **Resolution 2016-11:** A resolution was presented for a Technology Fund expenditure of up to \$4,000, for the purchase of 6 new desktop computers. On a motion by Ms. Mayer, seconded by Ms. Burnett, Resolution 2016-11 was unanimously approved.
- **Book Sale – extended hours:** The Friends need to use the Library lobby and conference room on Saturday April 23, from 2-5pm, for their book sale. During these extended hours the remainder of the Library would be locked. Ms. Burnett made a motion to approve the extended Library hours for the purpose of the book sale. The motion was seconded by Ms. Donahue and was unanimously approved.

VIII Public Comments

- Ms. Golden expressed how helpful and flexible the Library staff has been during the preparation for the book sale.

IX Adjournment

On a motion by Ms. Gard, seconded by Ms. Mayer, and approved unanimously, the meeting was adjourned at 8:22 pm.

Sally Semper, Secretary