

**Long Hill Township Public Library  
Board of Trustees Meeting  
August 17, 2016**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:30 pm by Board Vice-President, Nancy Burtnett.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue (via phone)	Susan Gard
Mary Mayer	Lynette Schneider	Sally Semper	

Absent: Matthew Laubscher, Pam Klawitter

Also present:

Lyn Begraft, Library Director

**II Open Meeting Compliance Statement**

Vice-President Nancy Burtnett read the statement of compliance with the Sunshine Law.

**III President's Remarks**

President Joan Donahue thanked Ms. Burtnett for running the June Board meeting in her absence. She noted how busy the Building & Grounds committee had been during the month of July, and thanked the committee, along with Director Begraft and Ms. Luderitz, for all of their efforts. Additionally, Ms. Donahue remarked that the news from the audit report was good.

**IV Consent Agenda**

***Director's Report***

There were no additions to the 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:***

June 15, 2016 Regular Meeting

It was noted that the Long Hill Township 150<sup>th</sup> Anniversary celebration and the NJ Library Trustee education program are both being held on September 10, 2016, not on the dates stated in the June minutes and the Director's report. Ms. Gard made a motion to accept the Consent Agenda, as amended with the date corrections. The motion was seconded by Ms. Mayer and was unanimously approved.

## V Committee Reports

*Administrative Policy Manual & ByLaws* – no report

### *Building & Grounds* -

- Ms. Mayer reported that the committee reviewed the options for new Library signage, and Ms. Klawitter is currently researching a sign similar to the one in front of the First Aid Squad. The Director and staff are in favor of this type of sign. The committee may install a temporary sign in order to test the sign's placement for visibility and usability.
- At the committee's 8/5/16 meeting, the need for a future Capital Improvement Plan was discussed. They have requested (through Mayor Meringolo) that the town engineer inspect and evaluate the Library's HVAC systems and other areas, as he is qualified. The committee asked Ms. Begraft to obtain a Risk Assessment evaluation from the Library's insurance company.
- Ms. Mayer is completing the Building & Grounds reference binder which will hold a history of the committee's plans, decisions, and work done on the property. Ms. Luderitz has been extremely helpful, providing details about prior work and finding the related documentation.

*Finance* – The Capital Maintenance Fund needs to be replenished by the amount of \$12,700, as it was drawn down due to the AC repairs. A motion was made by Ms. Donahue to replenish the fund. The motion was seconded by Ms. Schneider and was unanimously approved. The committee will be reviewing the other funds in September.

*Marketing* – none

*Personnel* – none

*Technology* – none

## VI Old Business

- **Long Hill Township 150<sup>th</sup> Anniversary** - Ms. Begraft reported that the Library staff will be manning a table at the event, checking Scavenger Hunt answers. The Director, Assistant Director and Children's Librarian will be at the table and could use extra volunteers. The event will run from 3–7:30pm.

## VII New Business

- **2015 Audit** – Hardcopies of the audit are available. Ms. Mayer made a motion to approve the 2015 Audit as completed. The motion was seconded by Ms. Burtnett and was unanimously approved. Ms. Begraft will bring a copy of the audit to the township.

- **Harvest Craft Festival Nov. 5 & 6** – The craft festival is back due to popular demand and planning is underway. The Friends and the vendors will be asked to assist in the set-up of the event. The Library will once again be running a ‘shredding day’, and it will be held during the craft festival weekend. Ms. Burtnett suggested that community groups, such as the First Aid Squad and the Friends, may want to have information tables in the atrium as they did at the 2014 craft festival.
- **Proposed 2016-17 Fine and Fee Schedule** – After discussing the fee schedule with the Circulation Supervisor, Director Begraft indicated she would like to review it further. Any changes to the schedule will most likely be minor. An updated version of the schedule will be brought forward at the September Board meeting.
- **Library Services Initiative Plan** – Ms. Begraft discussed possible changes to the Reference section of the Library, which is currently underutilized. The plan includes relocating the Large Print books into this section. Library student, Suzanne Kosemple, is pursuing a Hyde & Watson grant for the Library. Any monies the Library receives will be used to enhance the reference area.
- **Staff Appreciation** - Ms. Mayer noted that the Library staff did not have a holiday party in 2015. She felt that the staff should have some recognition for all of their efforts and dedication, and the Board concurred. Director Begraft indicated that something food-related might be popular, and would ask the full-time staff for suggestions.

## **VIII Public Comments**

- No comments.

## **IX Adjournment**

On a motion by Ms. Burtnett, seconded by Ms. Gard, and approved unanimously, the meeting was adjourned at 8:08 pm.

Sally Semper, Secretary