

**Long Hill Township Public Library
Board of Trustees Meeting
February 19, 2020**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:32 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Joanna Askey	Lisa Butler	Mary Mayer
Lynette Schneider	Sally Semper	Kimberly Celeste	Jonathan Kelly

Also present:

Pierre Rosen, Library Director
Marygrace Luderitz, Assistant Library Director
Lisa Hoffman, Treasurer, Library Foundation

II Pledge of Allegiance

President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Ms. Semper read the statement of compliance with the Sunshine Law.

IV President's Remarks

Welcome Pierre Rosen, our new Library Director!

Thank you to Marygrace Luderitz, our assistant director, for her service as interim director and for her assistance with the director search.

Trustees are reminded to keep track of their training hours; the state requires seven hours of training per year by the Board, collectively.

The Friends are having a Library t-shirt and pants sale through the end of February, remember to place your order.

The Library Foundation raised approximately \$23,000 during their 2019 annual appeal. The Foundation has drafted a letter to the Echoes Sentinel thanking the community for their generosity.

V Consent Agenda

Director's Report:

In addition to her written report:

The LHPD and the First Aid Squad have recommended that Library staff call the police if Narcan needs to be administered. Since we do have the Narcan on hand, however, training would be advisable.

AED training for Library staff was also discussed, as there is an AED available in the foyer.

The pipes leading to the sink adjacent to the meeting room have, once again, frozen. A plumber has assessed the situation and will be installing insulated pipe.

Ms. Luderitz will be getting additional quotes for the capital maintenance/expense plan.

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:

January 15, 2020 Reorganization and Regular Meetings and Executive Session; January 21, 2020 Special Meeting.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Mr. Kelly and was unanimously approved, with Ms. Askey abstaining on the January 20 minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – Currently, only Long Hill residents are permitted to reserve the meeting room. Last year the Board had agreed that teachers employed by the Long Hill School District and Long Hill Township employees should also be able to reserve the meeting room. As the Board is still in agreement with that change, the policy in the Admin Manual will be revised.

Building & Grounds – Mr. Rosen and Ms. Luderitz will be following up with the Township about the possibility of the town assuming the cost to replace the malfunctioning furnaces as well as the maintenance contract.

Finance – The first quarter check was received last week. Ms. Schneider will be coordinating a meeting of the Finance Committee.

Personnel – The formal hiring resolution for the Library Director is tabled for the next meeting.

VII Old Business

- **Resolution 2020-08 to Amend the Agreement for the Use of the Library’s Meeting Room as a Municipal Warming and Cooling Center:** As discussed at the last meeting, this amendment clarifies the procedures for use of the meeting room as a warming and cooling center. On motion by Ms. Semper and seconded by Ms. Kosempel, Resolution 2019-08 was unanimously approved.

VIII New Business

- **Library Construction Bond Act Grants**
Mr. Rosen reviewed the procedure for applying for a grant under the Library Construction Bond Act. The deadline for the first grant cycle is coming up quickly in April. Suggested projects for which the Library could apply include: an electronic announcement sign, a ramp leading to the rear library entrance (facing Kantor Park) and renovating the tech room as a child/adult project space and connecting that space to the existing children’s area. There was a discussion about the matching fund requirement, as the Library budget does not currently have any surplus available. 50% of the project cost must be provided by the municipality or through private fundraising.
- **Staff Meeting Schedule**
Mr. Rosen has suggested that, ideally, he would like to have one staff meeting every couple of months that all Library staff could attend. (There are currently separate staff meetings held at different times depending on work schedules.) There was a discussion about how such a meeting could be scheduled with minimum disruption to Library services.
- **Stirling Street Fair**
The annual Street Fair is April 19, which is also the start of National Library Week. Nancy Burtnett, who coordinated the Library table in the past, will be missed. We will discuss table staffing next month.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Joanna Askey
Secretary