

**Long Hill Township Public Library
Board of Trustees Meeting
January 15, 2025**

In-person and Via Zoom

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:40 PM. by Board President, Sally Semper.

Roll Call

Present (in-person): Sally Semper, Emily Chen, Julie Mazur, Angela Cuonzo, Jill Hackett, Karen Remington and Brianna Fischer

Present (via Zoom): Lisa Hoffmann, Library Foundation Representative

Also present (in-person): Alberta Ashbrook, Library Director

Excused: Lisa Butler and Joanna Askey

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 including new wording for zoom meetings. *"Pursuant to the Open Public Meetings Act, notice of the meeting has been given to the Echoes Sentinel and The Daily Record, posted on the Long Hill Township Library Website, posted on the front door of the Library and filed with the Long Hill Township Clerk. The public may participate in this meeting only during the public portion, which takes place at the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement."*

IV President's Remarks

Ms. Semper welcomed Ms. Fischer and Ms. Hoffmann to the board meeting. The board of trustees members introduced themselves to Ms. Fischer and warmly welcomed her to the board. Ms. Semper thanked the library staff for all of the wonderful events the library held during December. Ms. Semper also reminded the board of trustee training opportunities/hours for the year.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook shared patron feedback with the board which helped to portray the always welcoming nature of the library staff. Ms. Ashbrook and the board members were very happy to hear these small narratives.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper clarified a few lines of the Treasurer's Report regarding the HVAC repairs and the furnace repair approval noting that these expenses appear under the "repair line". There was also discussion as to looking into the "dormancy fees" from some of the banks which will further be explored.

Acceptance of the Minutes from the following meeting

December 18, 2024 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mazur. The motion was unanimously approved, with Ms. Cuonzo abstaining.

VI Committee Reports

Administrative Policy Manual and Bylaws

Ms. Ashbrook noted that she will provide any board members with a physical copy of the Admin. Bylaws and will also send out a link to its Google Drive for access. She also noted that the Committee will begin to work on the In Charge Manual in 2025.

Personnel-

Ms. Semper noted that the Job Descriptions continue to be updated.

Strategic Plan-

Buildings and Grounds-

Finance-

Ms. Ashbrook stated that the budget from the Township may be completed by the end of March. Ms. Semper also noted that once the library gets its first millage the board can discuss how and where to disperse it.

Technology-

Ms. Ashbrook indicated that there is no tech work projected for 2025 and that the new printers are working well. She also noted that the library will be moving over to a new check-in/out/catalog system and staff training will begin soon.

School Updates-

Ms. Fischer noted that Read Across America will take place on the first week of March and that the theme is “Beach”. She stated that the students will be able to read beach-themed books in tropical/beachy decorated rooms for the event. Ms. Ashbrook noted that they will have beach-themed books/décor at the library as well to correlate with the schools. Ms. Semper thanked Ms. Fischer for her update.

VII Old Business

Finalize 2025 Committees-

The board finalized and approved the 2025 Committees.

VIII New Business

- ***Voting on the 2025 Annual Resolutions 2025-01 through 2025-07***

Ms. Semper made a motion to approve the 2025 Annual Resolutions (2025-01 through 2025-07) as presented in the packet. The motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

IX Public Comments

Ms. Hoffmann from the Library Foundation stated that the foundation has given the library a check of approximately \$8,400 from their successful annual appeal campaign. She noted that the appeal ends in March and any excess donations (after expenses) will also be given to the library. Ms. Hoffmann also indicated that the foundation is working on eliminating the 9-year term limit for Library Foundation members. Ms. Semper and the board thanked Ms. Hoffman and the foundation for all of their hard work throughout the year and the wonderful donations that they have been able to raise for the library.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:24 p.m.

Respectfully Submitted,
Emily Chen
Secretary

