

**Long Hill Township Public Library  
Board of Trustees Meeting  
January 15, 2020**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:46 p.m. by Board President, Sally Semper.

In Attendance:

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

Excused: Jonathan Kelly

Also present:

Marygrace Luderitz, Interim Library Director

**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**

Ms. Semper thanked Diane Silvia, who is retiring after many years of service to the Library as a board member, a volunteer and an employee.

The Foundation has surpassed its 2020 appeal goal.

**V Consent Agenda**

***Director's Report:***

In addition to her written report:

The Historical Society's new display case has arrived and will be set up in the computer room.

The Library is receiving free Narcan through a state program. Ms. Luderitz will be looking into training from the LHPD or the First Aid Squad.

Ms. Luderitz will be attending a training regarding grants available through the 2017 Library Bond Construction Act. She is also investigating Google grants.

***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:***

December 18, 2019 Regular Meeting and Executive Session, and January 2, 2020 Special Meeting.

Ms. Kosempel made a motion to accept the Consent Agenda. The motion was seconded by Ms. Butler and was unanimously approved, with Ms. Celeste abstaining on all minutes and Ms. Mayer abstaining on the December 18 minutes.

**VI Committee Reports**

***Building & Grounds*** – New adult seating should be arriving February 13.

***Finance*** –

**2019 Budget Review:** Due to a state overestimation of health insurance costs, as well as unanticipated cost savings resulting from the departure of Ms. Begraft, the Library ended up under budget for 2019. The 2020 MAIN assessment will be paid out of the excess funds to reduce the projected deficit for 2020.

**2020 Preliminary Budget:** The preliminary budget numbers for 2020 account for retaining Sunday hours, a 2% staff raise and increases required by the 2019 Minimum Wage Law, as well as keeping materials and programming costs at past years' standard budgeted amounts (the 2019 budget reduced funding for those items). The projected budget deficit for 2020 will likely decrease once the final health insurance figures come in.

Ms. Luderitz is preparing a chart explaining the percentage of fixed versus discretionary costs as an aid to presentations. She also met with Township Administrator Nancy Malool regarding the budget and they discussed the possibility of the Township assuming Library utility costs and service contracts.

A question was asked about who pays the plumbing costs for the hallway restrooms since those restrooms get heavy use during athletic, etc. events at Kantor Park. Currently the Library is responsible for those plumbing costs.

**CDs:** The Library currently owns two CDs; most of the money in those CDs is allocated to reserve funds. The Finance Committee is recommending those funds be held in more liquid form instead of allowing the CDs to roll over, and will look into the necessary procedures.

## *Personnel –*

**Updates to the Personnel Manual, Telephone and Internet Policy:** The board reviewed proposed changes restricting the use of personal headphones, earpods or other personal listening devices for entertainment purposes. Ms. Kosempel made a motion to approve the revisions to the Personnel Manual. The motion was seconded by Ms. Semper and approved unanimously.

### **Executive Session:**

Ms. Mayer made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss the job offer for the position of Library Director. The motion was seconded by Ms. Askey and approved unanimously.

The Board entered Executive Session at 8:25 p.m. and returned from Executive Session at 8:37 p.m. to resume the open public meeting.

**Director Search:** Ms. Kosempel made a motion to approve an offer to the most qualified candidate for the Library Director position, as discussed in Executive Session. The motion was seconded by Ms. Askey and unanimously approved.

## **VII Old Business**

- **Resolution 2019-20 to Approve the Temporary Budget for 2020 (January-March):** On motion by Ms. Semper and seconded by Ms. Askey, Resolution 2019-20 Approving the Temporary Budget for 2020 (January – March) effective January 1, 2020 and originally adopted on December 18, 2019 was unanimously approved.
- **2020 MAIN Assessment Fee:** On motion by Ms. Semper and seconded by Ms. Kosempel, prepayment of the 2020 MAIN assessment fee in the amount of \$18,206.32 was unanimously approved.
- **Courtyard Bench Donation—Discussion:** Friends of Alison Grayovski would like to donate an outdoor bench in her honor. The Board reviewed a brochure from Keystone Ridge Designs and discussed the proposed bench style and placement. On motion by Ms. Semper and seconded by Ms. Mayer, the Board approved the donation of a six foot memorial bench as described in the materials provided by the group.

## **VIII New Business**

- **Voting on 2020 Annual Resolutions**  
Ms. Semper made a motion to approve the 2020 Annual Resolutions as presented in the packet, as amended. Ms. Schneider seconded the motion which was approved unanimously.

- **Discussion—Hiring an Engineering/Consulting Firm to Develop a Capital Maintenance/Expense Plan**

The Board agrees that hiring a consultant to develop a capital maintenance plan would be a wise idea, particularly given the age of the building and ongoing and anticipated maintenance issues. A capital maintenance plan would assist the Board as we plan for future building-related expenses, both short and long term, and would help the Board plan strategically given anticipated budget shortfalls. Ms. Luderitz has recommendations on firms and will do further research on pricing.

- **Resolution 2017-09, Designating the Library as a Warming/Cooling Center**

There was a discussion of minor suggested revisions to this Resolution, which will be ready for review at the February meeting.

**IX Public Comments**

No comments.

**X Adjournment**

On a motion by Ms. Semper, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 9:16 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary