

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

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:34 p.m. by Board President, Sally Semper.

Roll Call

Present (in-person): Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Karen Remington, Jill Hackett. **Also present:** Alberta Ashbrook, Library Director; Kate Balboni, Library Foundation Representative.

Present (via Zoom): Brianna Fischer

Excused: Emily Chen, Angela Cuonzo

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 announced the Friends of the library events: Panera night 10/23 4-8pm; Shred-it Day 11/8 10am-1pm, and Fall Market 11/15.

Ms. Semper noted that she emailed board members about upcoming trustee trainings.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook commended Library staff for many recent programming and them tapping into their interests to produce these programs. She also noted getting positive patron feedback on programs.

Ms. Ashbrook reports the staff development day scheduled for Monday had to be rescheduled due to weather.

Ms. Ashbrook also updated the board that the publisher the library used for many years suddenly went out of business. This is causing a great deal more staff time to process and catalog the books and also has financial implications.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Ashbrook was able to provide the finance committee with the report last Wednesday. This worked well in that questions were asked and answered prior to the board meeting. She also notes Koha is problematic with their monthly stats and Main has hired a Koha consultant.

Acceptance of the Minutes from the following meeting:

September 17, 2025 Regular Meeting and Executive Session.

Ms. Remington made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. The motion was unanimously approved.

VI Committee Reports

Administrative Policy – No new updates. Ms. Ashbrook is looking at specifics re: age limits for library cards. This may produce small changes in the future.

Strategic Plan-

Building and Grounds- Ms. Ashbrook states all HVAC work is done and at the bi-annual appointment, there were no issues found. Carpet cleaning was completed. She gave an update that the bathroom sinks are working (1 old and 1 new). Ms. Ashbrook plans to include the sink replacement as part of her request to the Township. She is awaiting the design for the signage for outside and will use Acorn funds for this. She also reports the shelving company is removing the adult section shelves at no extra cost.

Finance- The millage is going up approximately \$66,000, however, expenses are also increasing (including the 2% wage increases and health insurance increases). Ms. Ashbrook plans to ask the Township for financial assistance.

Personnel- Ms. Ashbrook is brainstorming ideas for next year if the budget allows including increasing Saturday hours (considering starting with extending by 1 hour), and ways to minimize the accrual of comp time. Ms. Ashbrook also reports she is working on adding more staff to the substitute list as more help is needed on weekends. She also reports she hired 3 PT staff. In addition: PT Children's librarian (see new business).

Technology- Small update: deep freeze license bill came due. We will be billed for a 5 year license \$1,400.

School Updates- Ms. Fischer discussed recent school activities. Last week was Week of respect including spirit days. Next week is Peace in school and the fire trucks will come for the 2nd graders. Holidays: Halloween – teachers are educating about the history of Halloween, Veterans Day – kids will write letters to the Veterans and also learn letter writing skills in this exercise. The school counselor is talking to kids about understanding school groups and supports.

VII Old Business

None

VIII New Business

- **Approval of 2024 Audit:** Ms. Ashbrook reports no concerns this year. She offered to provide hard copies to any board members upon request. Ms. Semper made a motion to approve the 2024 Audit and this was seconded by Ms. Remington. The motion was unanimously approved.
- **2026 Fee Schedule:** It is unchanged from last year, except the new Tonie audio players are added into the fees. Ms. Semper made a motion to approve the 2026 Fee Schedule. The motion was seconded by Ms. Mazur. The motion was unanimously approved.
- **Approval of PT Children's Librarian:** Ms. Ashbrook would like to add a PT Children's Librarian position on a trial basis. She reports more support is needed in the children's room which she states is extremely busy. There was a discussion that we would need to see if there is room in the budget next year to continue this position. There was also a discussion that this should be advertised as a temporary position. The job description for this position was presented in the board packet. Ms. Ashbrook plans to move forward and advertise for this position.

IX Public Comments

Ms. Balboni reports the Foundation has completed their annual appeal letter and plan to send them out after Election Day. She reports the endowment balance is \$227,000. Ms. Balboni was thanked for the Foundation's support.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,
Lisa Butler
Acting Secretary