

**Long Hill Township Public Library
Board of Trustees Meeting
October 16, 2024**

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 7:34 PM. by Board President, Sally Semper.

Roll Call

Present (in-person): Sally Semper, Shannon Butler, Angela Cuonzo, Joanna Askey, Emily Chen, Julie Mazur, and Karen Remington.

Present (via Zoom): Lisa Butler

Also present (in-person): Alberta Ashbrook, Library Director; Tom Parziale, Library Foundation Representative.

Excused: Jill Hackett

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 and thanked Mr. Parziale from the Library Foundation for joining our meeting. Ms. Semper also made note of the upcoming Shred-It Day on 11/9/24 as well as a craft event that will be taking place the following weekend. Ms. Semper thanked Ms. Ashbrook for the wonderful programs that were detailed in the director's report.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook was happy to announce that the Berkeley Heights Township Library has officially become part of Main (beginning August 2025). She looks forward to more township libraries becoming part of the county system.

Treasurer's Report

Bill List

Operating Income/Expense Report (September 2024 and October 2024)

It was noted that the library will make updates to the "Repair" line in the expense report.

Acceptance of the Minutes from the following meeting with the following change - Resolution 2024-17 to be changed to Resolution 2024-16:

September 18, 2024 Regular Meeting.

Ms. Remington made a motion to accept the Consent Agenda with the change noted above and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Job Descriptions-

Ms. Ashbrook updated the job descriptions and will review them once more.

Strategic Plan-

Buildings and Grounds-

Finance-

2025 Milage Figure-

The board noted an approximate milage increase of \$33,000 from last year.

Technology-

Internet Upgrade-

Ms. Ashbrook stated that the internet upgrade has been a success.

School Updates-

Ms. S. Butler updated the board with exciting upcoming school events. She noted that the Elementary School will be recognizing Peace Week and Red Ribbon week over the next few weeks. She also stated that the Fire Department will be visiting the schools to go over fire safety and have the children see real life fire trucks as well as meet the firemen.

Ms. S. Butler also noted that the students will soon learn to write formal letters. The students will be writing letters to veterans to coincide with Veterans Day; these letters will be collected and brought to a local VA Hospital. She shared that this is an exciting unit for the classes, and she finds that the students continue writing letters to friends, neighbors and teachers throughout their school years.

Ms. Semper thanked Ms. S. Butler for her thoughtful school update.

VII Old Business

2025 Holiday Closings – discuss and approve

Ms. Ashbrook recently polled the library staff, and the majority would like Juneteenth, 6/19/25, as the additional holiday for the year 2025.

Ms. Semper made a motion to *accept the 2025 Holiday Closings, adding 6/19/25 as a holiday closing* and the motion was seconded by Ms. Chen. The motion was unanimously approved.

Audit – update

Ms. Ashbrook noted that the audit is completed and that she will review the audit before sharing it with the board.

Background Checks – discussion

Ms. Askey helped lead a discussion regarding the policy draft for employee background checks. It was noted that the policy will include all ongoing volunteers (not just those that work with children) and that the background checks will be paid for by the library. The board and Ms. Ashbrook felt that fingerprinting is not necessary in addition to the background checks. Also, the consensus for the most reasonable recurrence of background checks for employees should be every 5 years. Ms. Ashbrook has already started looking into vendors that provide background check services.

Volunteer Opportunities: Halloween Parade Oct. 20, Trunk-or-Treat Oct. 26

Ms. Ashbrook informed the board that the library will have a table at the upcoming Halloween Parade (10/20) and the Trunk-or-Treat (10/26) and is happy to have volunteers. The library looks forward to these fun events in the community every year.

VIII New Business

Motion to approve the 2025 Fee Schedule

Ms. Askey made a motion to *accept the 2025 Fee Schedule with discussed changes (clarifying language and removal of the “CD cases” portion)* and the motion was seconded by Ms. S. Butler. The motion was unanimously approved.

New Printers discussion - lease & purchase options

Ms. Ashbrook presented the board with quotes from the library’s preferred printer vendor. The board discussed the lease versus purchase option for new and/or used printers. The consensus was to go with new printers (as opposed to used) as the price difference was not significant. Ms. Ashbrook and the board will continue to consider the options of leasing versus buying and plan to make a decision by the end of December 2024.

Motion to exceed the 2024 budgeted amount for Service Contracts

Ms. Semper made a motion to *exceed the 2024 budgeted amount for Service Contracts* and the motion was seconded by Ms. Remington. The motion was unanimously approved.

2024- 17 Motion to Approve ERV Repair work

Ms. Cuonzo made a motion to *approve 2024-17 ERV Repair Work* and the motion was seconded by Ms. S. Butler. The motion was unanimously approved.

IX Public Comments

Mr. Parziale shared how proud he is of all that the library does for the community and finds it wonderful that the library continues to offer many enriching programs, online books, etc. Mr. Parziale also noted that the appeal letter is going well and the foundation plans to send it out in early November. He stated that the foundation is looking forward to another successful year. Ms. Semper thanked Mr. Parziale and the Library Foundation for their continued support.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 9:01 p.m.

Respectfully Submitted,
Emily Chen
Secretary