

**Long Hill Township Public Library  
Board of Trustees Meeting  
November 19, 2025**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:31 p.m. by Board President, Sally Semper.

**Roll Call**

**Present (in-person):** Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Karen Remington, Jill Hackett, Emily Chen and Angela Cuonzo

**Also present:** Alberta Ashbrook, Library Director; Heather Gillis, Library Foundation Representative.

**Present (via Zoom):** Brianna Fischer

**Excused:**

**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 the board and Ms. Gillis to the meeting. Ms. Semper reminded the board to RSVP to the annual township dinner for township volunteers. She also noted that she sent an email regarding Volunteer Appreciation Day. Ms. Semper thanked the friends of the library for a successful Shred-It Day as well as a fun-filled Craft Fair.

**V Consent Agenda**

***Director's Report***

***In addition to written report:***

Ms. Ashbrook noted that the Somerset County has joined MAIN and that Summit will be joining as well.

***Treasurer's Report***

Bill List

Operating Income/Expense Report

A clarification was made noting that the cleaning checks were added to the bill list.

***Acceptance of the Minutes from the following meeting:***

October 15, 2025 Regular Meeting.

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

**VI Committee Reports**

***Administrative Policy***

The In-Charge Manual was updated.

***Strategic Plan-***

Ms. Ashbrook stated that MAIN will be renamed and the committee is working on ideas.

***Building and Grounds-***

Ms. Ashbrook noted that the bathroom tiles have been cleaned (and some that are chipped will be getting fixed next year).

***Finance-***

The change in costs for 2026 library expenses was discussed.

- The MAIN cost went down from approximately \$21K to \$18K.
- The cost of supplies has gone up.
- In addition, there was discussion in regard to spending less on Libby (e-books) and more on Hoopla (in which the library only pays for what the patrons use).
- The board discussed revisiting health insurance costs (noting that the library mirrors the township policy).

It was also noted that as of now the library part-time cut-off hours is 20 hours, this will be looked into as possibly increasing these hours.

Petty cash use is working out well with the staff.

### ***Personnel-***

Ms. Ashbrook updated the board noting that the millage went up \$66K. There was additional discussion as to using the millage for staffing purposes, such as adding a morning circulation position as well as extending Saturday hours from 10AM – 2PM to 10AM – 5PM (which would eliminate comp time for full-time staff). The library is still looking for a part-time librarian for the children's section. Also, Ms. Ashbrook stated that they will revisit and replenish the library's "sub list".

### ***Technology-***

Ms. Ashbrook noted that the library is still working out small issues with the new Koha system. She is currently on a Koha committee, and they hope to have the issues resolved by December 2025. Ms. Ashbrook also let the board know that the library will be purchasing a new router in 2026.

### ***School Updates-***

Ms. Fischer updated the board on the current events at the elementary schools. She noted that the 2<sup>nd</sup> graders are having an "adopt a cow" project in which they adopt a cow from a dairy farm (and get a tour!). She stated that the schools are having a Tradition Project in which the students will be writing about a family tradition they have around the holiday season.

The 3<sup>rd</sup> graders are doing a "Read Aloud Balloons Over Broadway" project in which they will be making floats the week of Thanksgiving. Ms. Fischer also noted that the 4<sup>th</sup> graders are learning about NJ natural regions and will be making a poster on these regions. The student counselor from the elementary schools has been focusing on gratitude and caring and led a Kindness Day. Lastly, she noted that the LHEF has a reading challenge in which if the students read 20 books a month, they can get a keychain.

## **VII Old Business**

None

## **VIII New Business**

### ***Approve prepayment of 2026 Main membership***

Ms. Semper updated the board on the prepayment of the MAIN membership (which will go down to \$18K for 2026). She noted that a resolution will be presented at the next board meeting.

The board unanimously approved the motion.

***Approve Auditor for 2026***

Ms. Semper updated the board on the cost of the auditor (the same one that was used in 2025) which will go up from \$3750 to \$4000. She noted that a resolution will be presented at the next board meeting.

The board unanimously approved the motion.

***Motion to exceed the 2025 Budget for Library Supplies & Office Supplies***

Ms. Semper stated that the supplies cost will go up exceeding 10% and so funds will be taken from Line 7200 in the Budget vs Actual Financials, as noted in the board packet.

Ms. Askey made a motion to *exceed the 2025 Budget for Library Supplies & Office Supplies* and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

***Resolution 2025-17 Rescinding HVAC Resolutions 2025-12 & 2025-15***

Ms. Semper updated the board on *Resolution 2025-17* as noted in the board packet. It was also stated that a clarifying note should be added to *Resolution 2025-12 and 15* stating that they have been rescinded by *Resolution 2025-17*.

Ms. Semper made a motion to *approve Resolution 2025-17 Rescinding HVAC Resolutions 2025-12 & 2025-15 as presented in the monthly board packet* and the motion was seconded by Ms. Mazur. The motion was unanimously approved.

**IX      Public Comments**

Ms. Gillis updated the board and said that the foundation has successfully sent out their appeal letter. The foundation has already met half their goal (which is ahead of where they were last year). She also noted that they have a new treasurer and that there are currently two openings on the board. Ms. Semper thanked Ms. Gillis for her update and all that the friends do for the library throughout the year.

**X      Adjournment**

Draft

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

Respectfully Submitted,  
Emily Chen  
Secretary