

**Long Hill Township Public Library
Board of Trustees Meeting
November 20, 2024**

IN PERSON AND ZOOM

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:36 p.m. by Board President, Sally Semper.

Roll Call

Present: Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Karen Remington, Shannon Butler, Jill Hackett. **Also present:** Alberta Ashbrook, Library Director; Heather Gillis, Library Foundation Representative.

Excused: Emily Chen

Zoom: None

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 reminded Board members about the Volunteer Dinner. Ms. Semper also reminded all members to consider what committees they would be interested in for next year. Trustee updates: Ms. Semper thanked Ms. Chen for agreeing to continue on as Mayor's representative and Ms. L. Butler for renewing her 5-year term. Sadly, Ms. S. Butler will not be renewing her term, however there is a potential candidate being reviewed.

V Consent Agenda

Director's Report

In addition to the written report:

Ms. Ashbrook wanted to acknowledge many fun events at the Library including the Main Medium Caucus which was held at the LHT Library, and the Unconference also held at the LHT Library. In addition, she detailed the many events Ms. Kosempel, Ms. Buban, and Ms. Salthouse have been successfully running. Ms. Ashbrook also discussed staff changes: A long time employee leaving for another job and a page also leaving. She reports her and Ms. Salthouse are interviewing for these positions.

Treasurer's Report

Bill List

Operating Income/Expense Report

There were some minor clarifications regarding the repairs line and the subscriptions. Ms. Ashbrook was able to provide the information needed.

Acceptance of the Minutes from the following meetings:

October 16, 2024 Regular Meeting.

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

VI Committee Reports

Personnel – The Personnel Committee approved the new Job descriptions for: Adult/Community Engagement Librarian, Youth Services Librarian, and Head of Patron Services. These are available upon request. The committee will continue to review other Job descriptions.

Finance – It was also noted that it is expected that the 4th quarter millage and the remaining monies from the Township will be received this week. The Director and finance committee will begin working on the preliminary budget. The Township has asked us to provide our request by December 6th.

School Updates – Ms. S. Butler gave updates of a Thanksgiving parade the 2nd and 3rd graders are working on. She also updated about the upcoming author visits to Millington and Central School.

VII Old Business

- **Background Check Policy:** There was a discussion to review the draft policy and some suggestions were made. The policy will be updated and reviewed next month.
- **Volunteer Policy:** The draft policy was present to the Board for review. Ms. Mazur made a motion to approve the Volunteer Policy which was seconded by Ms. Askey which was unanimously approved.

VIII New Business

- **MAIN Membership Fees:** These fees were pre-paid for next year as is done yearly. These fees were approximately \$500 higher than last year with the hope that the fee will decrease as more Libraries join MAIN.
- **Approval of 2023 Audit:** Ms. Ashbrook emailed the audit to all Board Members. Ms. Cuonzo summarized that there were no violations found, and the Library is found to be in compliance with all policies and requirements. Ms. Cuonzo made a motion to approve the 2023 Audit and this was seconded by Ms. Semper and unanimously approved.
- **Resolution 2024-18 Approval of Restricted HVAV Fund Expense and 2024-19 Approval of Unrestricted Fund Expense:** There was discussion about the repair of the HVAC units. Ms. Hackett made a motion to approve Resolution 2024-18 and 2024-19 and this was seconded by Ms. S. Butler and unanimously approved.
- **Resolution 2024-20 Restricted Tech Fund Expenses:** There was discussion about purchasing new printers vs. leasing them. It was discussed it seems cost-effective to purchase the needed new printers. Ms. Askey made a motion to approve Resolution 2024-20 and this was seconded by Ms. Remington and unanimously approved.

IX Public Comment

- Ms. Gillis discussed the Annual appeal letter and reports they are halfway to their goal (approximately \$8,000 collected at this point). Ms. Gillis discussed their new social media campaign promoting what the Foundation Board members are reading. Ms. Semper thanked the Foundation for their ongoing support. Ms. Semper specifically noted the appreciation for the Foundations' assistance in funding the E-resources which have increased in usage.

- The Friends of the Library had a successful document shredding fundraising event, raising approximately \$740 for the Library.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Cuonzo and approved unanimously, the meeting was adjourned at 8:48 p.m.

Respectfully Submitted,

Lisa Butler