

**Long Hill Township Public Library
Board of Trustees Meeting
December 18, 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 7:36 PM. by Board President, Sally Semper.

Roll Call

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

Present (via Zoom): Lisa Hoffmann, Library Foundation Representative

Also present (in-person): Alberta Ashbrook, Library Director

Excused: 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 thanked the entire board for volunteering their time throughout the year in order to be part of the Library Board of Trustees. She also stated that she will be reaching out to the Nomination Committee in the upcoming weeks. Ms. Semper also thanked Ms. Shannon Butler for her wonderful school updates throughout the year and that she will be greatly missed. Ms. Semper thanked Ms. Hoffman from the Library Foundation for representing the Foundation at the board meeting.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook thanked Ms. Semper and the board for working with her over the past year as she transitioned into the role of Library Director.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper noted that "Actual" column from the expense report will be updated once the library receives the check from the Township. Also, the expenses from the printer will be moved to the TECH fund.

Acceptance of the Minutes from the following meeting

November 20, 2024 Regular Meeting.

Ms. Remington made a motion to accept the Consent Agenda (with two small typo changes) and the motion was seconded by Ms. L. Butler. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Job Description Update

Ms. L. Butler noted that the Personnel Committee approved the updated job descriptions for the *Library Page* position as well as the *Library Assistant* position. Both job descriptions had small changes that helped condense the wording and streamline the format. The Personnel Committee will begin to work on updating the job description for the *Bookkeeper* position and *Assistant Director* position.

Strategic Plan-

Buildings and Grounds-

Ms. Ashbrook stated that the library had some HVAC work done at the end of this month and they will have some small furnace repairs coming up.

Finance-

TECH Fund Transfer-

Ms. Semper noted that funds were transferred out of the TECH fund which will be used for the WiFi upgrade and new printers.

Technology-

School Updates-

Ms. S. Butler shared that the Millington School recently had a guest author presentation by Jay Cooper which was a great success. The students were able to vote on a new title for one of his graphic novels, which was very exciting. Ms. S. Butler also updated the board on March Madness noting that the school librarian very generously purchased multiple books in order to have the complete March Madness set available at the school library. Ms. S. Butler will share this list with Ms. Ashbrook. She also noted that the students are getting ready for the Long Hill Talent show on 1/31 and that the PTO will have an upcoming Wizards Game fundraiser.

VII Old Business

Review Background Check Policy-

Ms. Askey noted that she made the appropriate changes to the Background Check Policy as previously discussed.

Ms. Askey made a motion to accept the Background Check Policy and the motion was seconded by Ms. Mazur. The motion was unanimously approved.

Committee Assignments-

Ms. Semper stated that she will reach out to confirm Committee Assignments.

VIII New Business

- ***2024-21 Rescinding HVAC expense resolutions 2024-16, 17, 18***

Ms. Semper made a motion to accept *Resolution 2024-21 Rescinding HVAC expense resolutions 2024-16, 17, 18* and the motion was seconded by Ms. Remington. The motion was unanimously approved.

- ***2024-22 Rescinding ACORN expense resolution 2024-15***
 Ms. Semper made a motion to accept *Resolution 2024-22 Rescinding ACORN expense resolution 2024-15* and the motion was seconded by Ms. Askey. The motion was unanimously approved.
- ***2024-23 TECH fund replenishment***
 Ms. Semper made a motion to accept *Resolution 2024-23 TECH fund replenishment* and the motion was seconded by Ms. Chen. The motion was unanimously approved.
- ***2024-24 Increase Pages to Minimum Wage***
 Ms. Askey made a motion to accept *Resolution 2024-24 Increase Pages to Minimum Wage* and the motion was seconded by Ms. S. Butler. The motion was unanimously approved.
- ***2024-25 Approve Auditor for 2025***
 Ms. Chen made a motion to accept *Resolution 2024-25 Approve Auditor for 2025* and the motion was seconded by Ms. Mazur. The motion was unanimously approved.
- ***2024-26 Approve Temporary Budget for 2025***
 Ms. Semper reviewed the “2025 Proposed with supplement”, “2025 proposed with no supplement” and “2025 proposed with high reserve” columns from the 2025 Temporary Budget sheet with the board.
 Ms. Semper made a motion to accept *Resolution 2024-26 Approve Temporary Budget for 2025* and the motion was seconded by Ms. Remington. The motion was unanimously approved.
- ***Motion to pre-approve second bill list for December***
 Ms. Semper noted that the December expenses will be included in the January packet.
 Ms. Semper made a motion to *pre-approve second bill list for December* and the motion was seconded by Ms. Askey. The motion was unanimously approved.

IX Public Comments

Ms. Hoffmann from the Library Foundation noted that the foundation is still collecting checks for the appeal and the turnout has been wonderful. They have already made more than 75% of their goal for the year and they anticipate that they will reach their goal (\$24K). The appeal will end at the end of March. Ms. Hoffmann also noted that the Foundation is looking into updating their volunteer terms in the future. Ms. Semper thanked Ms. Hoffmann and the Foundation for all that they do for the library.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Chen and approved unanimously, the meeting was adjourned at 8:17 p.m.

Respectfully Submitted,
Emily Chen
Secretary