

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

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 7:32 PM by Board President, Sally Semper.

Roll Call

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

Present (via Zoom): Christine Bockelman, Library Foundation Representative

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

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 Ms. Ashbrook and the board to the meeting and thanked Ms. Bockelman for joining the meeting. Ms. Semper noted that the Friends Shred-It Day will be on 5/10/25, the Stirling Street Fair will be on 4/27/25 and that the 20th Anniversary Library Celebration will be held on 4/25/25 and 4/26/25. Ms. Semper also reminded the board to log any trustee training hours.

V Consent Agenda

Director's Report

In addition to written report:

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper clarified that the columns "Budget" versus "Actual" on the Expense Report will be updated to reflect the addition of supplements and reserves. Before approving the financials from this month, the board felt that clarification would be needed as to how the report numbers are run each month.

Acceptance of the Minutes from the following meeting

January 15, 2025 Regular Meeting.

Ms. Mazur made a motion to accept the Consent Agenda (with the exception of the approval of the Expense Report to be done next month) and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved, with Ms. Butler and Ms. Askey abstaining.

VI Committee Reports

Administrative Policy Manual and Bylaws

Ms. Askey updated the board on the Administrative Manual. Ms. Askey noted the following changes will need to be made:

- change the number of digital holds from 5 to 10
- the floating holiday schedule (this will be included in the next board packet)
- the addition of loan periods for "The Library of Things"
- museum passes can be reserved

Ms. Ashbrook noted that they will be adding more meeting rooms that will be available to patrons and groups to reserve. Ms. Askey stated that the committee will also look into updating their policy regarding the NJ Freedom to Read Act and follow any law requirements that may be needed/included. Further updates will be needed to address an appeal process if a patron is suspended. Ms. Askey will follow up on where to add the previously approved Social Media use policy and policy regarding emergency procedures and OEM library use.

Ms. Semper and the board thanked Ms. Askey and the committee for their efforts and hard work on the Admin. Manual.

Personnel-

Ms. Ashbrook noted that the library will be getting a new page by the end of March.

Strategic Plan-

Buildings and Grounds-

Ms. Ashbrook updated the board on the water fountain, as there was a water pressure issue; the township is aware, and it is being addressed.

Finance-

Ms. Semper noted that they are working on getting updates on check signing from Citizens Bank and that Kearny has been updated. The finance committee will also look at the end-of-year reports before the next board meeting.

Technology-

Ms. Ashbrook indicated that the staff is being trained on the new ILS system and it should go live at the end of March.

School Updates-

Ms. Fischer let the board know that her students loved the “Stuffed Animal Sleepover” at the library. She also noted that 2/5/25 was read aloud day. The school also held many events related to their week of “Random Acts of Kindness”. Ms. Fischer stated that Read Across America week will be in March and the school is making it beach themed. She also spoke with the children’s librarian to coordinate coming to the schools and reading with the students. Ms. Fischer mentioned that the 2nd graders will celebrate Ramadan on 2/28 and in March the schools will be participating in “hide a leprechaun”. Ms. Ashbrook said that the library will be happy to coordinate these themes/days with the school. Ms. Semper thanked Ms. Fischer for her school update.

VII Old Business

Swearing in Board Member-

Ms. Semper swore in Lisa Butler for her 5-year term.

LHT Library 20th Anniversary Celebration Update-

Ms. Ashbrook stated the dates of the celebration will be held on 4/25/25 and 4/26/25 and that it will be a family-friendly celebration with trivia, memories, owl themed activities, etc. The celebration committee is working hard to make it a fun-filled event.

VIII New Business

Reiner HVAC service contract discussion-

Ms. Ashbrook noted that the library has a proposal from Reiner HVAC for a contract. The board agreed to move forward with an HVAC contract.

IX Public Comments

Ms. Bockelman stated that the Friends of the Library appeal exceeded its goal of \$24K and that they have nearly covered their costs. Any excess donations, after costs are covered, will go to the library. Ms. Bockelman also noted that they would be losing two members from the foundation and asked that if anyone knows of someone interested in becoming a member to let her know. Ms. Semper and the board thanked Ms. Bockelman for attending the meeting and her update.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Chen and approved unanimously, the meeting was adjourned at 8:29 p.m.

Respectfully Submitted,
Emily Chen
Secretary