

**Long Hill Township Public Library
Board of Trustees Meeting
March 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

Also present (in-person): Alberta Ashbrook, Library Director; Kate Balboni, Library Foundation Representative

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 thanked Ms. Balboni for attending the evening's board meeting. Ms. Semper also noted that Ms. Kosempel will be leaving her position at the Long Hill Library and that she will be greatly missed. Ms. Semper thanked her for her time and that she and the board wished her all the best.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook noted that there will be a goodbye gathering for Ms. Kosempel held at the library on 3/25/25 from 2-4 PM.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper stated that bookkeeping adjustments were made to the operating report from last month.

Acceptance of the Minutes from the following meeting:

January 15, 2025 Reorganization Meeting.

February 19, 2025 Regular Meeting.

Ms. Mazur made a motion to accept the Consent Agenda with minor changes made to “*Committee Reports: Administrative Policy Manual and Bylaws*” and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Ms. Ashbrook noted that the library is looking to fill three positions (a page, a part-time assistant and a full-time librarian). She also stated that the library will have two high school students that have been trained in the state library program helping at the library through the summer.

Strategic Plan-

Buildings and Grounds-

Ms. Ashbrook said that the water fountain is now operational.

Finance-

Technology-

Ms. Ashbrook stated that the new Koha system will go live on Monday 3/24/25 and that the library is prepared for the upload. Patron pins will be reset and patrons will have to re-log into Hoopla and Kanopy once the system goes live. Ms. Ashbrook is optimistic that the transition will go smoothly.

School Updates-

Ms. Fischer updated the board with the school events. She noted that March Madness is down to the last 8 books. She also stated that the school music class is having a “story in songs” theme. Ms. Fischer said that a seeing-eye dog was present during the “student read to each other” event and that the students truly enjoyed the addition of the friendly pup. Also, the Long Hill Library children’s librarian will be visiting the 2nd grade classes on 4/2/25 and will be giving a presentation related to the environment/Earth Day. Ms. Fischer also said that the students will participate in “hands-on planting” for Earth Day on 4/22/25. Furthermore, Ms. Fischer updated the board with the following educational themes coming up: 2nd grade, Nate the Great; 3rd grade, endangered animals; 4th grade, financial literacy. Ms. Ashbrook noted that the library will help to coincide with these themes. Ms. Semper thanked Ms. Fischer for her detailed update on the schools.

VII Old Business

Admin. Manual Update-

Ms. Askey has reviewed prior year’s minutes through late 2017 to be sure approved policies are included in the current Admin Manual. Ms. Askey updated the board noting that she made the following changes in the Admin. Manual:

- Section 2.30: changed the number of digital holds per MAIN policy from 5 to 10
- Appendix I: loan periods, adding language regarding due dates to account for “library of things”
- Section 2.40: eliminating language that museum passes and hotspots cannot be reserved
- Appendix V: Approving the 2025 floating holiday schedule

Ms. Askey made a motion to accept the above changes to the Administrative Manual and the motion was seconded Ms. Semper. The motion was unanimously approved.

Ms. Askey also updated the board with the following notes:

- The approved Section 10 (emergency closing plans, etc.) has been included in the Admin. Manual.

- The approved Social Media Policy (for public use approved in 2023) will go in the Admin. Manual, perhaps in the computer use policy. The policy will also be posted on the library social media accounts.
- There was further discussion of the meeting room policy. It was noted that in February 2020 it was approved that non-resident teachers and LHT employees can reserve meeting rooms. The board agreed to put this approved policy in the manual.
- Ms. Askey discussed adding the local history room and the small children’s room to the “meeting rooms” list in the manual. The board felt it was a good idea, and there was further discussion as to how to refer to each meeting room in the manual. Ms. Ashbrook also stated she would provide the max occupancy for each room.
- Ms. Ashbrook noted that the “AV equipment” can now be referred to as the “smart TV” in the manual.
- The NJ Freedom to Read Act will have a model policy that will be included in the manual once available.

Library Anniversary Celebration Update-

Ms. Ashbrook noted that the library met with the Historical Society and that they will participate in the celebration and be giving a talk.

Stirling Street Fair Update-

Ms. Ashbrook stated that the library will have a booth at the street fair on 4/27/25 and that volunteers are welcome.

Resolution 2025-8 Reiner HVAC Service Contract-

Ms. Semper made a motion to accept *Resolution 2025-8 Maintenance Contract with Reiner HVAC* as noted in the board packet and the motion was seconded Ms. Hackett. The motion was unanimously approved.

VIII New Business

Hold Harmless Agreement-

Ms. Ashbrook noted that the library will soon begin using the “Hold Harmless Agreement”. Participants in exercise/physical classes at the library will be able to sign this agreement and it will be kept on file. Ms. Ashbrook will obtain a draft of the agreement and show the board at next month’s meeting.

IX Public Comments

Ms. Balboni noted that the Library Foundation appeal will end in March and that after covering expenses the foundation will be able to give an extra small amount of money to the library. She also stated that they have seen more Facebook traffic on their page and that they have updated their website. Ms. Semper thanked Ms. Balboni and the foundation for their support and efforts.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Butler and approved unanimously, the meeting was adjourned at 8:31 p.m.

Respectfully Submitted,
Emily Chen
Secretary