

**Long Hill Township Public Library
Board of Trustees Meeting
April 16, 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 and Joanna Askey

Present (via Zoom): Brianna Fischer

Also present (in-person): Alberta Ashbrook, Library Director; Tom Parziale, 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 Mr. Parziale. Ms. Semper shared with the board upcoming Friends of the Library events including Panera Night (on 4/24/25), Annual Shred-It Day (on 5/10/25) and the Stirling Hotel Dine-to-Donate event (on 5/21/25). She also reminded the board of the trustee training opportunity that was sent out by NJLA.

V Consent Agenda

Director's Report

In addition to written report:

Treasurer's Report

Bill List

Operating Income/Expense Report

There was discussion as to providing the board with a packet for the unrestricted funds finances.

Acceptance of the Minutes from the following meeting:

March 19, 2025 Regular Meeting.

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

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Job Description Update-

Ms. Butler noted that the Personnel Committee is continuing to work on the job descriptions for the bookkeeper position, assistant director position and the library director position and will provide these updated job descriptions to the board once completed.

Strategic Plan-

Buildings and Grounds-

Finance-

Ms. Semper noted that they expect to have the township budget by the end of next month.

Technology-

Ms. Ashbrook stated that the move to the new Koha system has been going well and that a few minor glitches were fixed. Larger glitches would need to be fixed by paying for enhancements

to the system. She also noted that the loan period will most likely move to a standard loan period that will coincide with MAIN; this will allow for the Koha system to run more smoothly.

School Updates-

Ms. Fischer updated the board with school events. The children's librarian visited the 2nd graders, and the school looks forward to a second visit for Environmental Day in May. She also noted that with Earth Day coming up the students will participate in outdoor hands-on planting. Ms. Fischer stated that Take Your Child To Work Day is coming up as well. She also noted that the 3rd graders have International Day coming up with a focus on Ellis Island. Lastly, Ms. Fischer noted that the 2nd graders will have a poetry day and that the homeroom teachers will be rotating through the classes and reading poetry to the students. Ms. Semper thanked Ms. Fischer for her update.

VII Old Business

Admin. Manual Update-

Ms. Askey confirmed that she added the approved items to the Admin. Manual from the March 2025's meeting.

Ms. Askey also noted that she made the following additional updates for approval:

- 1) Added language about non-resident teachers and township employees being able to reserve "meeting rooms" which is what was previously approved. However, the way the manual reads, "meeting rooms" includes study rooms. The board agreed to include study rooms as well. (section 6)
- 2) Addition of occupancy limits for local history and kid's area rooms (section 6)
- 3) Removed AV system and added Smart TV (section 6)
- 4) Added that room reservations can be made by email (section 6)
- 5) Rearranged "Use of the Library" (section 3):
 - Rearranged "Use of the Library" and deleted placeholder cross reference about kids' section
 - Moved "Confidentiality of Patron Records" from "Use of the Library" to "Library Services," so it is in the same section as borrowing materials.
 - Added back a miscellaneous section at the end, and moved the security camera policy from "Use of the Library" to Misc.
- 6) Renumbered all sub-sections

Ms. Askey will make the above-mentioned updates for approval at next month's meeting.

Holds Harmless Agreement-

Ms. Ashbrook received a Holds Harmless Agreement copy from the township lawyer. This agreement will be used for the line dancing class in the library; the participants will fill it out and the agreement will be kept on file.

Ms. Semper made a motion to approve the Holds Harmless Agreement document, and the motion was seconded by Ms. Remington. The motion was unanimously approved.

Stirling Street Fair Update-

Ms. Ashbrook said that the staff would be happy to have volunteers help at the library booth at the Stirling Street Fair on 4/27 and that a Sign-Up email will be sent out.

Library Anniversary Celebration Update-

Ms. Ashbrook updated the board on the Library Anniversary Celebration noting that she extended invitations to the Township Committee and the Chamber of Commerce. The celebrations will take place on Friday 4/25 from 5-6 PM as well as the following Saturday. The Historical Society is kindly providing historical digitized items for the event and the Hickory Tree Chorus Quartet will hold a concert on Saturday at 11:30 AM. Ms. Ashbrook also noted that there will be “Owl Themed” events throughout the week.

VIII New Business

Financial Disclosure Statements-

Ms. Semper gave the board a friendly reminder that the Financial Disclosure Statements are due by 4/30/25.

IX Public Comments

Mr. Parziale from the Library Foundation noted that this year’s annual appeal raised approximately \$8,400 and after expenses the foundation will be able to provide the library with an additional amount of about \$130. Mr. Parziale also stated that the foundation is working on changing the term-limits in order to allow representatives to remain on the foundation for an extended period. Ms. Semper thanked Mr. Parziale for his update and for all the foundation does for the library throughout the year.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,
Emily Chen
Secretary