

**Long Hill Township Public Library  
Board of Trustees Meeting  
May 21, 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 7:34 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

**Excused:** Brianna Fischer

**Present (via Zoom):**

**Also present (in-person):** Alberta Ashbrook, Library Director; Kimberly Celeste, 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 thanked Ms. Ashbrook for the fun-filled week that the library held, including the creative "reading gives you wings" display. She also thanked the library for their participation in the Stirling Street Fair. Ms. Semper noted that it was lovely to see so many patrons visit the fair booth and say such wonderful things about the library.

## **V Consent Agenda**

### ***Director's Report***

#### ***In addition to written report:***

Ms. Ashbrook noted that the library is working on generating reports with the new Koha system.

There was also an update on the “panic button” in the library. Ms. Ashbrook stated that the panic button has been tested and is currently working. It is scheduled to be tested/checked in the future.

### ***Treasurer's Report***

Bill List

Operating Income/Expense Report

#### ***Acceptance of the Minutes from the following meeting:***

April 16, 2025 Regular Meeting.

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

## **VI Committee Reports**

### ***Administrative Policy Manual and Bylaws***

#### ***Personnel-***

##### ***Job Description Update***

Ms. Butler noted that the Bookkeeper job description has been updated and approved by the Personnel Committee as seen in the Board Packet. She also stated that the Personnel Committee is still working on the Assistant Director job description. Ms. Butler noted that the Library Director job description has been completed and once all three of the above job descriptions are complete, they will be added to the Google Drive file.

## ***Strategic Plan-***

### ***Buildings and Grounds-***

Ms. Ashbrook stated that the HVAC company will be coming in June for a seasonal check. She also noted that the township is having work done outside the library/town hall building which includes new walkways and steps.

### ***Finance-***

### ***Technology-***

Ms. Ashbrook noted that the new Koha system is coming along well.

### ***School Updates-***

Ms. Fischer sent the following school update and was read to the board by Ms. Semper:

*“Some teachers are completing reading challenges similar to the challenges that the library hosts. Mrs. Holzinger has a Tower of Book challenge, and together her class has read 1893 books to date. Mrs. Reilly also does a reading challenge with her fifth-grade students, and they post the books they’ve read on a bulletin board outside their classroom.*

*Second grade just had their Environmental Day as well as a field trip to the Turtle Back Zoo. As a follow up, second grade classes are doing an animal project based on the “What If” series (example: “What If I Had a Tail”) Students learn about different animal parts and then design their own animal with a chosen tail, ears, etc.*

*Third grade just completed animal reports and are now completing biographies. They are working on researching skills and using the Internet to find information thoroughly and accurately. They will have a Biography Bonanza in various days in June, where the students will dress up as the person they’ve researched and the parents will visit their “wax museum.”*

*Fifth grade just had a field trip to the Newark Art Museum. They also are participating in LEAD (Law Enforcement Against Drugs & Violence). Today, they had their Colonial Day and participated in interactive activities. The fifth graders are working with their science teacher, Mr. Nestler, in their garden and have planted tomatoes, corn, basil, lettuce, and squash. They are also doing hydroponics.*

*Our school counselor, Ms. Dambrot, is doing lots of activities in honor of Mental Health Awareness Month. She hosted an assembly on identifying certain feelings and being kind to our minds. She is having students practice looking at what helps their mental health and makes them happy (examples: playing with friends, reading a book, etc.). Ms. Dambrot is also hosting “Be Kind to Your Mind Days” at recess, where the goal is to help students relax, recharge, and discover what makes them feel happy and healthy. Lastly, Ms. Dambrot has coordinated pen pals between 5<sup>th</sup> and 6<sup>th</sup> graders to help 5<sup>th</sup> graders with the transition to middle school.”*

## **VII Old Business**

### ***Admin. Manual – Section 6 and full manual update***

Ms. Askey updated the board on the Admin Manual changes as seen in the board packet. The following minor changes were made at the meeting:

- 1) Section 6.20: added wording that the sponsor can only arrange for food to be brought into the study/conference rooms.
- 2) Section 6.10: remove “projector screen” from description referring to what can be used in library conference/study rooms
- 3) Section 6.30: change “residents” to “residents/property owners”.

Ms. Askey made a motion to accept *the updated section 6.00 Public Use of Meeting Spaces* as noted in the board packet (with the above 3 changes) and the motion was seconded Ms. Remington. The motion was unanimously approved.

Ms. Askey made a motion to accept *the updated version of the Administrative Manual that has been edited for clarity and ease of use* and the motion was seconded Ms. Semper. The motion was unanimously approved.

## **VIII New Business**

### ***Approve Director Job Description***

Ms. Butler updated the board on the Director Job Description. Two minor word changes were made during the meeting.

Ms. Semper made a motion to accept *Appendix 3: Library Job Description* as noted in the board packet (with two minor wording changes) and the motion was seconded Ms. Cuonzo. The motion was unanimously approved.

***Resolution 2025-9 (Adult Librarian salary)***

Ms. Semper made a motion to accept *Resolution 2025-9 (Resolution Setting Salary for the Adult Services Librarian Position)* and the motion was seconded Ms. Hackett. The motion was unanimously approved.

***End of Year Financials 2024 approval***

Ms. Semper made a motion to approve *End of Year Financials for 2024* and the motion was seconded Ms. Butler. The motion was unanimously approved.

**IX Public Comments**

Ms. Celeste noted that there weren't any current updates from the Library Foundation. Ms. Semper thanked Ms. Celeste and the Foundation for all they do for the library throughout the year and for the successful annual appeal.

**X Adjournment**

On motion by Ms. Semper, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:16 p.m.

Respectfully Submitted,  
Emily Chen  
Secretary