

**Long Hill Township Public Library
Board of Trustees Meeting
June 18, 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 7:48 PM by Board President, Sally Semper.

Roll Call

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

Excused:

Present (via Zoom): Julie Mazur and Brianna Fischer

Also present (in-person): Alberta Ashbrook, Library Director; Caren Tolleth, 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. Tolleth for joining this month's board meeting. Ms. Semper also reminded the board to report any trustee training hours. Ms. Semper also noted that she and Ms. Butler recently met with a library board member from a neighboring town. They enjoyed exchanging ideas and plan to continue meeting in the future. She also stated that she is looking forward to the Summer Reading Program that the library is preparing for.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook noted that the MAIN Board of Directors packet has useful information that may be beneficial to the board members. Ms. Ashbrook is happy to share a copy if anyone would like to review it.

Treasurer's Report

Bill List

Operating Income/Expense Report

Acceptance of the Minutes from the following meeting:

May 21, 2025 Regular Meeting.

Ms. Butler made a motion to accept the Consent Agenda (with a minor change to the wording in *Section 6.20* under "Old Business - Admin. Manual") and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Ms. Askey noted that she made the changes to the Admin. Manual that were discussed during the previous board meeting. In addition she generated a cross-reference to make the manual more user friendly. It was also noted that the Assistant Director job description has been temporarily removed from the manual since it is not a current position at the library and the library is not actively seeking to fill it.

Ms. Askey made a motion to approve the above editing of the Admin Manual and the temporary removal of the Assistant Director job description from the Admin Manual; the motion was seconded by Ms. Butler. The motion was unanimously approved.

Personnel-

Ms. Ashbrook noted that the new employee, Ms. Ryan, has been a wonderful addition to the library staff and that the transition has been going smoothly.

Director's Review

Ms. Butler reminded the board that the Director's Review email was sent out to the board members and to please send the reviews back by 7/1. The personnel committee will put together a summary of the reviews to present at the August board meeting.

Strategic Plan-

Ms. Ashbrook stated that she is beginning to give more thought into making the Strategic Plan a more workable document moving forward.

Buildings and Grounds-

Ms. Ashbrook stated that the HVAC company looked at the AC units and found that two may need some maintenance in the near future.

Finance-

Technology-

Ms. Ashbrook noted that the new Koha system is coming along well although there were a few system problems. The library was able to purchase solutions to these system problems that will come into effect this August and January. Ms. Ashbrook also stated that MAIN is discussing a new way of cataloging.

School Updates-

Ms. Fischer noted that as Summer begins the teachers have been reminding students that they should continue journaling and reading throughout the Summer. She stated that the 2nd graders did a "What If" project in which they "built" an animal with different animal parts. Ms. Fischer said that the 3rd graders had a Biography unit in which they studied a historical figure. In addition the students put on a "Wax Museum" project to go along with the Biography unit which was a success. The 3rd graders also finished a novel study on *Charlotte's Web*. Ms. Fischer also stated that the 5th graders completed a DARE program. Lastly, Ms. Fischer noted that the 4th and 5th graders worked with the librarian on a "spy project" in which they created an "Escape Room". The "Escape Room" was then completed by the ELL students. It was a nice collaboration and the students had a lot of fun.

VII Old Business

VIII New Business

Resolution 2025-10 for Approval of 2025 Budget

Ms. Semper reviewed the budget presented in the monthly board packet.

Ms. Semper made a motion to accept *Resolution 2025-10 for Approval of 2025 Budget* as noted in the board packet and the motion was seconded Ms. Cuonzo. The motion was unanimously approved.

Resolution 2025-11 for Approval of Salary and Wage Increases

Ms. Askey made a motion to accept *Resolution 2025-11 for Approval of Salary and Wage Increases* as noted in the board packet and the motion was seconded Ms. Remington. The motion was unanimously approved.

Approval of payment of bills for the month of July-

A motion was made by Ms. Semper to approve up to \$20,000 for bill payment for July 2025, as the board does not meet that month. Ms. Semper made a motion to accept the monthly bill payment for July 2025 and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

Library Audit Status

Ms. Ashbrook stated that the library is prepared for the audit which is scheduled for 7/8/25.

Memorial

Ms. Ashbrook noted that the library would like to consider a small plaque dedicated to a beloved long-term patron of the library that has recently passed. The board felt this was a wonderful tribute.

IX Public Comments

Ms. Tolleth noted that the Library Foundation is looking to fill 3 positions soon and asked the board to let her know if we have any suggestions. Ms. Semper thanked Ms. Tolleth and the Foundation for their work throughout the year.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Butler and approved unanimously, the meeting was adjourned at 8:37 p.m.

Respectfully Submitted,
Emily Chen
Secretary