

**Long Hill Township Public Library
Board of Trustees Meeting
June 19, 2024**

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, Angela Cuonzo, Joanna Askey, Jill Hackett, Emily Chen, Julie Mazur, Lisa Butler, and Karen Remington.

Present (via Zoom):

Also present (in-person): Alberta Ashbrook, Library Director; Lisa Hoffmann, Library Foundation Representative.

Excused: Shannon Butler

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. Hoffmann to the meeting. Ms. Semper was happy to hear about the wonderful turnout at the library's Summer Reading Kick-off Party. A reminder was made that there will be no board meeting next month, July 2024. Ms. Semper thanked the Mom's Club for their kind and thoughtful donations. Ms. Semper also noted the success of the Stirling Hotel fundraiser on behalf of the Friends of the Library and thanked the Stirling Hotel. A reminder was made that there will be another Panera night fundraiser on 6/27/24.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook was pleased with the great success of the library's Summer Reading Kick-off Party. Ms. Ashbrook also distributed information regarding possible State level budget cuts that may affect some extra programs within the library.

Clarifications were made regarding insurance coverage and our current policy. Ms. Ashbrook noted that she would look into the coverage of the trustees for further clarification.

Treasurer's Report

Bill List

Operating Income/Expense Report

In addition to written report:

Small clarifications were made regarding bank fees.

Acceptance of the Minutes from the following meeting:

May 15, 2024 Regular Meeting.

Ms. Remington made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mazur. The motion was unanimously approved, apart from Ms. Askey who abstained.

VI Committee Reports

Administrative Policy Manual and Bylaws

Ms. Askey noted that she would add updates to the Admin Manual on Google Drive.

Personnel-

Time for Staff Reviews-

Ms. Ashbrook noted that it is time for staff reviews. She discussed wanting to make the part-time employee hours more consistent.

Update Job Descriptions-

It was suggested that the Personnel Committee could meet after the staff reviews were completed in order to discuss any changes or updates needed for the library job descriptions.

Strategic Plan-

Ms. Ashbrook noted that the Strategic Plan is on the website and the progress of the plan is being tracked.

Buildings and Grounds-

Ongoing Issues with Men's Bathroom-

Ms. Ashbrook stated that there are still problems with vandalism in the men's bathroom and they may need to lock the door again in the future.

Finance-

The library is still waiting on approval for the 2024 budget from the township which is expected next month (July). Small clarifications were made regarding the library millage.

Technology-

Change of Printing Software-

Ms. Ashbrook noted that they are going to roll out the new printing software soon. As of now, the printer is working.

School Updates-

VII Old Business

VIII New Business

Resolution 2024 - 09 for Salary & Wage Increases –

It was noted that the wage increase is 2% and the increase date is July 1, 2024. The resolution was updated to include Julie L.

Ms. Askey made a motion to accept Resolution 2024-09 and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

Resolution 2024 - 10 for TECH fund purchase/expense - approval of TECH funds for WI-FI upgrade-

Ms. Chen made a motion to accept Resolution 2024-10 and the motion was seconded by Ms. Remington. The motion was unanimously approved.

Resolution 2024 - 11 for HVAC Repairs - approval to exceed the budgeted amount of our "Repairs" line by more than \$1,000/10%, for the necessary AC repairs

It was noted that the “Repairs” line was a bit over due to the door repair in January 2024 as well as an error in HVAC bills (from 2023) originally being sent to the township and the library only receiving these bills recently.

Ms. Cuonzo made a motion to accept Resolution 2024-11 and the motion was seconded by Ms. Remington. The motion was unanimously approved.

Resolution 2024 - 12 to Extend the Temporary Budget to August 30, 2024-

Ms. Semper made a motion to accept Resolution 2024-12 and the motion was seconded by Ms. Mazur. 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 2024, as the board does not meet that month. Ms. Semper made a motion to accept the monthly bill payment for July 2024 and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

Discussion of Library Board Meeting Dates for 2025

The board meeting dates for 2025 were reviewed and will be approved in August 2024.

Library Audit status

Ms. Ashbrook noted that the audit is scheduled for 7/10/24 and the library is prepared and on track.

Background Checks for Volunteers

There was discussion regarding the need for background checks for library volunteers and employees, which is currently not required. The board members shared the same sentiment that it is a good idea to include background checks going forward and possibly retroactively.

Update Criminal Background Checks Policy and Procedures

The board discussed updating the Admin Manual to include background checks as a policy for library employees and volunteers.

Oakflower Can Drop

Ms. Ashbrook stated that the Silent Book Club is going well at the Oakflower Brewery. She also proposed the idea of a can drop at the Oakflower Brewery that would be done through the Friends of the Library. The board thought this was a unique fundraising idea and so Ms. Ashbrook will look into moving forward with this.

IX Public Comments

Ms. Hoffmann updated the board noting that the Foundation has started their discussion for the 2025 annual appeal and that they have increased their goal to \$24,000. She noted that they will be sending the letters out this year with an updated and more colorful envelope. Ms. Hoffmann also stated that they presented personalized handwritten thank you cards to those who donated, and this personal touch was greatly appreciated. Ms. Semper thanked Ms. Hoffmann and the foundation for their donations and support throughout the year.

X Adjournment

On motion by Ms. Semper the meeting was adjourned at 8:47 p.m.

Respectfully Submitted,
Emily Chen
Secretary