

**Long Hill Township Public Library
Board of Trustees Meeting
August 20, 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, Angela Cuonzo, Jill Hackett, Karen Remington, Lisa Butler and Joanna Askey

Excused: Julie Mazur

Present (via Zoom): Brianna Fischer

Also present (via Zoom): Alberta Ashbrook, Library Director

Also present (in-person): Joan Fronapfel, 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. Fronapfel for joining the meeting. She also congratulated Ms. Ashbrook and the library staff for a successful summer filled with many library activities and events.

V Consent Agenda

Director's Report

In addition to written report:

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper noted that line 7605 (Operating Expenses – Cap Exp Paid by Town) will now say \$25,000.

Acceptance of the Minutes from the following meeting:

June 18, 2025 Regular Meeting.

Ms. Cuonzo made a motion to accept the Consent Agenda (with the addition of the pre-approved motion regarding \$20K for July 2025 bills under *New Business*) and the motion was seconded by Ms. Remington. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Strategic Plan-

Buildings and Grounds-

Finance-

Technology-

School Updates-

Ms. Fischer stated that the schools are getting ready for the start of the new school year. She noted that the math curriculum will be changing to iReady which has a supplemental online program, and students may be coming to the library in order to use the computers. Ms. Fischer also stated that in the first 21 days of the school year the students will participate in “reading to

self” stations. Ms. Fischer has also been speaking to the children’s librarian regarding visits to the school for this upcoming year.

VII Old Business

VIII New Business

Resolution 2025-12, Approval of HVAC Restricted Fund Expense

Ms. Semper reviewed *Resolution 2025-12* as presented in the monthly board packet.

Ms. Semper made a motion to accept *Resolution 2025-12, Approval of HVAC Restricted Fund Expense* as noted in the board packet and the motion was seconded Ms. Askey. The motion was unanimously approved.

Resolution 2025-13, Approval of the 2025 Final Budget incl. Additional Appropriations

Ms. Semper reviewed *Resolution 2025-13* as presented in the monthly board packet noting that line 7605 (Operating Expenses – Cap Exp Paid by Town) will now say \$25,000.

Ms. Remington made a motion to accept *Resolution 2025-13, Approval of the 2025 Final Budget incl. Additional Appropriations* as noted in the board packet and the motion was seconded Ms. Cuonzo. The motion was unanimously approved.

2026 Board Meeting Dates

The 2026 Board Meeting Dates were reviewed and discussed as presented in the monthly board packet.

Ms. Chen made a motion to approve *2026 Board Meeting Dates* as noted in the board packet and the motion was seconded Ms. Askey. The motion was unanimously approved.

2026 Holiday Closings – discussion

The board agreed to remove Juneteenth (6/19/26) from the 2026 holiday closings schedule and replace it with the Sunday before Labor Day (9/6/26). Ms. Semper will update the 2026 Holiday Closings schedule for approval at next month’s meeting.

Admin. Committee

Updates to loan periods, meeting notice requirements and Narcan policy

Clarifications were covered in Director’s Report.

Updates to the In Charge manual

Clarifications were covered in Director's Report.

There were small clarifications made regarding the salary line and petty cash line in the budget report. Also, there was discussion as to when it is best to run the financial report and if there should possibly be a consistent date to run it each month.

IX Public Comments

Ms. Fronapfel stated that the Library Foundation is starting to get ready for their 2025 annual appeal. They are working on getting a mailing list as the Township will be unable to provide them with the list as they have in the past. She noted that they would like to get the appeal letters out at the beginning of November 2025. Ms. Fronapfel also stated that the Library Foundation is looking to recruit three new members as three members will be leaving the foundation soon. Ms. Semper thanked Ms. Fronapfel for her update and all that the Library Foundation does throughout the year.

X Executive Meeting

Ms. Semper made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss the following personnel matters: Library Director's Review. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists.

The motion was seconded by Ms. Askey and unanimously approved.

The Board entered Executive Session at 8:22 p.m. and returned from Executive Session at 8:52 p.m. to resume the open public meeting.

XI Adjournment

On motion by Ms. Semper, seconded by Ms. Cuonzo and approved unanimously, the meeting was adjourned at 8:52 p.m.

Respectfully Submitted,
Emily Chen
Secretary