

**Long Hill Township Public Library
Board of Trustees Meeting
September 17, 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 7:33 PM by Board President, Sally Semper.

Roll Call

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

Excused:

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 attending the meeting. Ms. Semper also thanked the American Association University of Women (AAUW) for their generous donation to the library. Ms. Semper thanked the Mom's Club for their movie license donation to the library, in which the library held a screening of "Chasing Childhood". She also noted that the Friends of the library will have their annual "Shred-It" and "Craft Fair" on 11/8/2025.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook noted that the attached draft letter in the board packet is in reference to the MAIN library expansion. She also stated the MAIN Library Alliance will be changing its name soon.

Treasurer's Report

Bill List

Operating Income/Expense Report

Acceptance of the Minutes from the following meeting:

August 20, 2025 Regular and Executive Meeting.

Ms. Semper 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-

Ms. Ashbrook stated that they are working on new front desk hire to add to the team. She also noted that she has been receiving good feedback from patrons regarding the front staff.

Strategic Plan-

Buildings and Grounds-

Ms. Ashbrook noted that one of the women's bathroom sinks needs to be replaced and she will investigate replacing both sinks simultaneously.

Finance-

Ms. Semper noted that the library should hear about their millage for 2026 sometime in October. She also stated that the library received half of the \$50,000 from the township and will receive the second half (\$25,000) this fall. It was also noted that the Health Insurance cost will be increased soon. In addition, it was stated that the MAIN membership fee will decrease in 2026.

Technology-

Ms. Ashbrook stated that the PCs will not need replacement until at least 2027 and they will be purchased through MAIN. She also noted that the library will be changing the back-up internet soon and it should not be a large cost.

School Updates-

Ms. Fischer updated the board on the school activities. She noted that the playgrounds at school have a “Buddy Bench” for a child to use if they need a playmate and perhaps the library could have a coinciding “Buddy Reading Nook”. She also stated that in September the schools will have a presentation on hot air balloons which everyone is looking forward to. Ms. Fischer said that the second graders made “All About Me” bags and that the K-2nd graders celebrated “Dot Day” which emphasizes uniqueness. She also noted that the school counselor is working with the children teaching them to ask for help when they need it. Ms. Semper thanked Ms. Fischer for her update.

VII Old Business***In Charge Manual – discussion of minor changes***

Ms. Askey stated that the In Charge Manual was reviewed and Ms. Ashbrook found some minor changes/updates including contact information, the move to Koha and the library alarm system procedures. These updates were made and the In Charge Manual will be reviewed again next year.

Admin Manual - changes to reflect MAIN policy

Ms. Askey noted that there may be some basic changes needed in the Admin Manual regarding holds/renewals in MAIN, although these updates will be held off for another month until MAIN settles on the policies.

Resolution 2025-14, Approval of HVAC Bid (Unit #1)

Ms. Semper reviewed *Resolution 2025-14* as presented in the monthly board packet.

Ms. Mazur made a motion to accept *Resolution 2025-14, Approval of HVAC Bid (Unit #1)* as noted in the board packet and the motion was seconded Ms. Semper. The motion was unanimously approved.

2026 Holiday Closing

Ms. Semper noted that the Juneteenth (6/19/26) holiday closing will be replaced with the Sunday before Labor Day (9/6/26) holiday closing for the 2026 year.

Ms. Semper made a motion to accept *the new 2026 Holiday Closing Schedule* and the motion was seconded Ms. Butler. The motion was unanimously approved.

VIII New Business

Resolution 2025-15, Approval of HVAC Restricted Fund Expense (Unit #4)

Ms. Semper reviewed *Resolution 2025-15* as presented in the monthly board packet.

Ms. Remington made a motion to accept *Resolution 2025-15, Approval of HVAC Restricted Fund Expense (Unit #4)* as noted in the board packet and the motion was seconded Ms. Cuonzo. The motion was unanimously approved.

Resolution 2025-16, Approval of ACORN Restricted fund expense - Children's Room Shelving

Ms. Semper reviewed *Resolution 2025-16* as presented in the monthly board packet.

Ms. Semper made a motion to accept *Resolution 2025-16, Approval of ACORN Restricted fund expense - Children's Room Shelving* as noted in the board packet and the motion was seconded Ms. Chen. The motion was unanimously approved.

Library Board Virtual Retreat Opportunity 9/27/25: Intellectual Freedom & Artificial Intelligence

Ms. Semper reminded the board of the virtual retreat opportunity on 9/27/25 (from 12:00 – 3:00 PM). She noted that library best practices policies and how AI can be implanted in the library will be addressed/discussed.

Upcoming Trustee Training Opportunities

Ms. Ashbrook reminded the board of the Morristown Book Festival that will be taking place on 10/10/25 and 10/11/25. It was also noted that there was a virtual meeting regarding the Freedom to Read Act, which can be watched via recording.

IX Public Comments

Ms. Fronapfel updated the board letting them know that the Foundation is working on the annual appeal letter as well as where they can cut costs. She also noted that they are still working on recruiting efforts to fill positions that will be vacated in the near future. She also stated that she is the new treasurer of the foundation. The board congratulated Ms. Fronapfel on her new position and thanked her for her update.

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. Cuonzo and unanimously approved.

The Board entered Executive Session at 8:12 p.m. and returned from Executive Session at 8:19 p.m. to resume the open public meeting.

XI Adjournment

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

Respectfully Submitted,
Emily Chen
Secretary