

**Long Hill Township Public Library
Board of Trustees Meeting
September 18, 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 7:35 PM by Board President, Sally Semper.

Roll Call

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

Present (via Zoom): Shannon Butler

Also present (in-person): Lisa Hoffman, Library Foundation Representative.

Excused:

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 and thanked Ms. Hoffman from the Library Foundation for joining the board meeting. Ms. Semper thanked Ms. Kosempel for stepping in while Ms. Ashbrook was away. She also thanked the Somerset Branch of the American Association of University Women (AAUW) for their generous donation of \$500.00 to the library. In addition, Ms. Semper thanked and recognized The Mom's Club for their purchase of books for the children's department.

Ms. Semper also communicated important dates from the Library Director, this included the Township Halloween parade on 10/20/24, the 100th Anniversary of the LHTPD on 10/5/24 and the First Aid Squad Trunk or Treat on 10/26/24. The library will be participating in these events and is happy to have volunteers from the board.

V Consent Agenda

Director's Report

In addition to written report:

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Semper, Ms. Ashbrook and the Financial Committee noted that they would review and update certain lines in the expense report.

Acceptance of the Minutes from the following meeting:

August 21, 2024 Regular Meeting and Executive Meeting.

Ms. Semper made a motion to accept the Consent Agenda except for the *Operating Income/Expense Report* which will be approved separately once it is reviewed and updated. The motion was seconded by Ms. Remington. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws

Personnel-

Ms. Semper noted that the library staff managed very well while many of the employees were out. It was also stated that the Personnel Committee and Library Director will meet to review the job descriptions.

Strategic Plan-

Buildings and Grounds-

On behalf of Ms. Ashbrook, Ms. Semper noted that the ERV system still needs to be serviced/fixed. Ms. Ashbrook communicated that she is reaching out to new vendors to service the ERV as well as the HVAC.

Finance-

Technology-

School Updates-

Ms. S. Butler noted that the school year had been off to a great start. She shared that the Millington School teachers are working together to develop shared projects for students and their families to promote reading at home. They would like to create fun and innovative projects to bridge reading from in school to at home. Ms. S. Butler also communicated that the teachers are happy to hear ideas from the library staff or board members. Ms. Semper thanked Ms. S. Butler for the school updates.

VII Old Business

Background check policy draft and discussion-

Ms. Askey reviewed the background check policy draft with the board members. There was discussion as to whether fingerprinting in addition to a background check for employees would be helpful and/or necessary. It was also noted that there would need to be further discussion as to how to implement the background checks, keep a record of them and how feasible it is to have background checks take place every three years. Additional steps will be taken to review the policy of the Township and the frequency of their employee background checks.

Ms. Semper thanked Ms. Askey for her research and diligence in preparing the background check policy draft.

Audit-

Ms. Semper noted that Ms. Ashbrook has provided the auditors with answers to some of the questions they had; she is waiting to hear back.

Holiday Closings-

Ms. Ashbrook will speak to the staff regarding a preference for a library holiday closing date and report back.

VIII New Business

Resolution 2024-15 Approval of Restricted Acorn Fund Expense- Carpet/Chair Cleaning

Ms. Semper reviewed *Resolution 2024-15 Approval of Restricted Acorn Fund Expense- Carpet/Chair Cleaning*. There was discussion regarding possible budgeting for replacing the carpet in the future.

Ms. Semper made a motion to accept *Resolution 2024-15* and the motion was seconded by Ms. Cuonzo. The motion was unanimously approved.

Resolution 2024-16 Approval of Restricted HVAC Fund Expense – replacement of HVAC unit

Ms. Semper reviewed *Resolution 2024-16 Approval of Restricted HVAC Fund Expense – replacement of HVAC unit*. Ms. Semper also noted that Ms. Ashbrook had stated that they will be reviewing quotes from a few different HVAC vendors.

Ms. Askey made a motion to accept *Resolution 2024-16* and the motion was seconded by Ms. L. Butler. The motion was unanimously approved.

IX Public Comments

Ms. Hoffman from the Library Foundation updated the board noting that the foundation is working on the new appeal letter that will be sent out after election day. The foundation is creating a new and exciting envelope to attract attention. The 2024 annual appeal goal will most likely be increased to \$24,000.00. The foundation will be receiving an updated mailing list from the township.

Ms. Semper thanked Ms. Hoffman and the Library Foundation for all that they do throughout the year.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Cuonzo and approved unanimously, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,
Emily Chen
Secretary

