

Long Hill Township Public Library
Board of Trustees Meeting
March 18, 2020

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 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Joanna Askey	Lisa Butler (via phone)	Mary Mayer
Lynette Schneider	Sally Semper	Kimberly Celeste	Jonathan Kelly

Also present:

Pierre Rosen, Library Director

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.

IV President's Remarks

Ms. Semper thanked Mr. Rosen and the library staff for their efforts over the past week with so many changes due to the coronavirus outbreak happening so quickly.

The Friends' T-shirt sale earned over \$500 to benefit the Library. Ms. Semper noted that upcoming fundraisers such as Shredding Day will be impacted by the coronavirus outbreak.

There was a discussion of the annual Foundation appeal and possibilities for allocating those proceeds between the endowment and immediate needs.

V Consent Agenda

Director's Report:

In addition to his written report:

Mr. Rosen has been in contact with the Board of Health regarding the quickly evolving coronavirus situation. Per Board of Health recommendations, the Library is now closed. The past week was spent winding down operations. Not surprisingly, there was an increase in circulation in the days preceding closure.

Mr. Rosen is investigating ways to expand digital access for patrons with content streaming services such as Kanopy and Hoopla as well increasing e-book access via CloudLibrary. There was a discussion about whether the Library budget would be able to

support an increase in these services. Mr. Rosen pointed out that funds which were allocated towards print resources over the next three months could be diverted to electronic recourses, and that he will closely monitor costs.

Mr. Rosen intends to post online tutorials to assist users in accessing these electronic services, as this may be new terrain for many patrons.

There was a discussion regarding the request submitted by a for profit entity for use of the meeting room. It was confirmed that Library policy does not permit use of the meeting room for the requested purpose.

Treasurer's Report

Bill List Librarian's Discretionary and Petty Cash Report
Profit and Loss Balance Sheets

Acceptance of the Minutes from the following meeting:

February 19, 2020 Regular Meeting.

Mr. Kelly made a motion to accept the Consent Agenda. The motion was seconded by Ms. Kosempel and was unanimously approved.

VI Committee Reports

Building & Grounds – The insurance claim for the flood originating at the tech room sink has been denied as excluded from the policy. That decision is being appealed.

Finance – The Finance Committee had planned to update the Board about the Town Budget meeting and Library requests for assistance with furnace and operating costs, but that process is currently on hold.

Mr. Rosen and Ms. Semper provided an update from the most recent Library Foundation meeting.

VII Old Business

- **Resolution 2020-11, Hiring Resolution:** On motion by Ms. Mayer and seconded by Ms. Askey, Resolution 2020-11 formally approving the Hiring of Pierre Rosen as Library Director, effective February 10, 2020, was unanimously approved.
- **Stirling Street Fair Library Table:** It is expected that this event will be canceled.
- **Banking—Update on CD Signatories:** Ms. Askey and Ms. Kosempel will get themselves added as authorized signers on the CD at Millington Bank.

VIII New Business

- **Resolution 2020-09 to Approve the Temporary Budget for 2020 (Effective March 31, 2020 – May 31, 2020):** Ordinarily approval for the temporary budget would be extended through April, but given current circumstances approval will be extended through the end of May. On motion by Ms. Kosempel and seconded by Mr. Kelly, Resolution 2019-09 Approving the Temporary Budget for 2020 (March 31 – May 31) was unanimously approved.
- **Resolution 2020-10, Resolution to Return Misdirected Insurance Claim Funds to Long Hill Township:** This resolution authorizes the return of an insurance claim payment that was issued to the Library in error and deposited into the Capital Maintenance Reserve Fund. On motion by Ms. Semper and seconded by Ms. Askey, Resolution 2020-10 was unanimously approved.
- **Administrative Items:**
 1. Dress Code: Mr. Rosen has updated the dress code guidelines to be more specific, although this is not intended to be a formal policy.
 2. Fees: Waiver Guidelines: Mr. Rosen would like to set up a procedure for waiving fees under some circumstances.
 3. Mailbox Locations: The Foundation and Friends will now request their mail from staff at the circulation desk.
 4. Reference Question Procedures: There will be a procedure in place for addressing reference questions from patrons.
 5. Changes to ILL Linking and Processing: Staff members will now be performing these duties (previously done by a volunteer).

IX Executive Session

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 security incidents and general personnel matters. The motion was seconded by Ms. Askey and unanimously approved.

The Board entered Executive Session at 8:29 p.m. and returned from Executive Session at 8:41 p.m. to resume the open public meeting.

X Public Comments

No comments.

XI Adjournment

On a motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Joanna Askey
Secretary