

**Long Hill Township Public Library
Board of Trustees Meeting
April 19, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:30 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue	Pam Klawitter
Suzanne Kosempel	Mary Mayer	Lynette Schneider	Sally Semper

Absent: Matthew Laubscher

Also present:

Lyn Begraft, Library Director

Dr. Edwin Acevedo, Long Hill Township Schools Superintendent

Shayne Daly and Linda Olmsted, Long Hill Township Office of Emergency Management

II Open Meeting Compliance Statement

President Joan Donahue read the statement of compliance with the Sunshine Law.

III President's Remarks

Ms. Donahue welcomed the guests in attendance. She thanked Director Begraft and Ms. Mayer for attending the NJLA Legislative breakfast on 3/31/17, and expressed her appreciation for the talent and generosity of the Gates Avenue Knitters, who have made a \$700 donation to the Library. President Donahue highlighted several upcoming events, including the Friend's Shredding Day/Bake Sale on Saturday April 22, and the celebratory brunch for Janet Foley, who is resigning, on Tuesday, April 25. She indicated that the Library's ability to stream "Lincoln Center Local" performances is highly anticipated. Ms. Donahue urged board members to contact their representatives about LSTA budget cuts, which would cut programs and technology for people in need. A special thanks was extended to the staff, particularly Ms. Darling, who was able to adapt quickly and re-imagine the 'Creative Stories' event on March 16, when it could not be held in the Meeting Room due to a leaking roof.

IV Welcome - Dr. Edwin Acevedo, LHT Schools Superintendent

Dr. Acevedo was given a Library tour by Director Begraft, and they discussed the Summer Learning Program. The scope of the summer program will go beyond just reading this year. Mission sheets for the Summer Program were distributed. Dr. Acevedo expressed his willingness to help advertise Library programs, particularly those events and services geared towards students and families. He indicated that including items in the school district's 'Friday Fliers' would be one way to help inform the community of Library programs.

Approved 5/17/17

V Vote on Resolution 2017-09: Use of the Library’s Meeting Room as a Municipal Warming and Cooling Center

The purpose of Resolution 2017-09 is to formally designate the Library’s meeting room as a warming and cooling center in times of emergency, replacing the current informal usage plan. In a situation when the space is needed, it would be open from 9:00a.m. – 9:00pm. CERT would staff the usage and provide snacks. Ms. Daly, from the Office of Emergency Management noted that she appreciated the element of trust shown by the Library Director and the Board. A motion was made by Ms. Burnett to accept Resolution 2017-09. The motion was seconded by Ms. Schneider and was unanimously approved.

VI Consent Agenda

Director’s Report

In addition to her written report:

- Ms. Begraft reported that the new Investor’s Bank account is now open.
- The Envisionware software will be installed next Wed/Thurs, 4/26-4/27.
- Ms. Klawitter asked if Ms. Luderitz could use any assistance in shifting the Fiction/Non-fiction book sections. She will bring this potential volunteer opportunity to the Friends.
- In response to a question from Ms. Klawitter, Ms. Begraft clarified that the hours currently worked by Ms. Foley will be transferred to other staff members, if they so desire. The remaining hours will be part of the job posting for the Circulation Desk Assistant.
- Ms. Kosempel and Ms. Donahue both noted that they love the new WOWBRARY emails.

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:

March 15, 2017 Regular Meeting

Ms. Mayer made a motion to accept the Consent Agenda. The motion was seconded by Ms. Klawitter and was unanimously approved, with Ms. Kosempel abstaining on the minutes.

V Committee Reports

Approved 5/17/17

Administrative Policy Manual & ByLaws – no report

Building & Grounds

- Director Begraft reported that there has not been much movement on the energy project. We are waiting to find out if we will be joining with the Township, or be on our own.
- Ms. Luderitz brought back Deegan Roofing to assess the Library's roofing problems. Deegan Roofing recommended installing heating coils in the roof, and we are waiting for an estimate for this work. Ms. Luderitz will be seeking a second price quote. A structural engineer will also be coming to assess the situation. The heating coils could be switch operated or automatic, and we will need to inquire about the electrical costs of using these methods.

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – no report

VI Old Business

- **Stirling Street Fair** – Given the very poor weather forecast it was decided that the Library won't be manning a table at the Fair if the forecast remains the same. Another opportunity to have a presence at a fair will be the Millington Street Fair, tentatively scheduled for October 15, 2017. This event is being run by the LHT Chamber of Commerce.
- **Financial Disclosure Forms**- Board members were reminded to complete this online form. It was noted that tax information, such as the trustee's home's block/lot number, is needed to complete the form.
- **Annual State Report**- Ms. Begraft distributed the NJ Data Collection Report, which is submitted to the state. Our aid is based on this information. Report details were noted, including the importance of the weekly volunteers, the number of print books purchased last year (3,228!), and the strong attendance at the Library's programs. Director Begraft gave special thanks to Ms. Luderitz, Ms. Wagner, and Ms. Darling for gathering all of the required statistics for the report.
- **Friends of the Library Shredding Day, April 22, 2017** – The Board briefly reviewed ways to spread the word about Shredding Day.
- **Strategic Plan Update** – Director Begraft is currently rewriting the document.
- **Banking** - The first checks have been written from the new account, at Investor's Bank.

VII New Business

- **NJLA Legislative Breakfast** - Ms. Mayer reported on the breakfast she attended with Ms. Begraft, regarding bill A222/s2171. This bill would authorize \$125 million in general obligation bonds to finance capital projects in public Libraries, requiring a 1:1 match from the municipality. Our library was able to be built as a result of the last bond (15 years ago). A recent study of libraries showed that many are in need of upgrades, new furnishings, additional space, and improved technology. Ms. Mayer urged the board members to contact their representatives to support this bill. A sample letter was provided for board members to send. It was also suggested that we request the town committee to pass a resolution supporting senate bill s2171. Once passed, this will be put on the ballot for the public to vote on in November. It would take a year or more to be in place once it is passed.
- **Usage of schools** - Dr. Acevedo volunteered that the schools could be at the Library's disposal to use for meetings with parents. The Library could also have a presence at the schools' Open Houses, perhaps with a sign-up for Library cards.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Burtnett, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 8:40 pm.

Sally Semper, Secretary