

**Long Hill Township Public Library  
Board of Trustees Meeting  
April 18, 2018**

**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.

In Attendance:

Joanna Askey	Suzanne Kosempel	Mary Mayer
Lynette Schneider	Sally Semper	Nancy Burnnett

Also present:

Lyn Begraft, Library Director  
Jonathan Kelly, Member of the public

Excused: Joan Donahue Izzzy DeBiasse

**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 reminded Board members to submit their required Financial Disclosure Forms by the April 30 deadline. She also encouraged Board members to take advantage of the webinars/short take videos offered by the NJLTA. These are free until the end of June and count for required trustee education hours. She suggested that if members do watch a webinar, they give a quick summary of pertinent points at a Board meeting.

Ms. Semper also welcomed Jessica Buban as the new Youth Services Coordinator and thanked Ms. Begraft and the staff for wearing so many hats during this transition.

**V Consent Agenda**

***Director's Report***

In addition to her written report:

Alcohol bottles have again been found in the men's room. Ms. Begraft has brought this matter to the attention of the Long Hill Police Department.

For the time being, bathroom doors will be locked at 5 p.m. with a key available at the library desk. We discussed the demand placed on the restrooms which,

due to their location, are used by the general public, park-goers and passer-by (not just library patrons) and the issues resulting from this heavy traffic.

We have been advised that the outdoor bathrooms in Kantor Park will be opened for the season soon.

- Staff will run a report on missing books after an incident earlier this month.
- Presentation of the state report will be tabled for the next meeting.
- There was a brief discussion about the possibility of holding a Trustee event at our library.

### ***Treasurer's Report***

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

- A question was raised about the figure in the projected budget for the Youth Services Librarian salary. This number may need to be adjusted.

### ***Acceptance of the Minutes from the following meeting:***

March 28, 2018 Regular Meeting

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Burtnett and was unanimously approved.

## **VI Committee Reports**

***Administrative Policy Manual & Bylaws*** – Two changes have been suggested for the meeting room use policy: (1) that the library will gratefully accept donations for use of the meeting room and (2) that a Long Hill resident who has signed the meeting room use policy must be present at the event for which the room has been reserved. We discussed these changes and the possibility of updating the application form and/or website to reflect these changes as well.

Ms. Burtnett made a motion to so amend the meeting room use policy. The motion was seconded by Ms. Mayer and was unanimously approved.

***Building & Grounds*** – The Reiner Group has submitted a maintenance proposal for the HVAC equipment. After discussing the proposal it was agreed that Ms. Begraft will retain Reiner and may proceed with scheduling necessary maintenance pending a resolution authorizing the maintenance contract payment, which will be prepared for the next meeting.

So moved by Ms. Mayer, seconded by Ms. Kosempel and unanimously approved.

*Finance* – no report

*Technology* – no report

*Strategic Plan* – no report

*Personnel* – Board members were reminded to return their Director's review.

*Nomination* – no report

## **VII Old Business**

- **2018 Stirling Street Fair** – Plans for the library table were finalized.

## **VIII New Business**

- **After hours event for mothers/caregivers** – Ms. Begraft is in the process of planning a Friday evening mothers/caregivers event at the library, exact date to be scheduled. She has requested permission to extend the library hours for that evening.

Ms. Semper made a motion to approve extended evening hours for the event. The motion was seconded by Ms. Askey and unanimously approved

- **State Budget** – While the budget promises to increase education spending, financial support for public libraries remains flat and at the reduced funding levels of the past eight years. Ms. Begraft referred the Board to the statement of Pat Tumulty, Executive Director of the New Jersey Library Association, advocating the importance of restoring state funding so that libraries will be able to serve the educational needs of their communities.

## **IX Public Comments**

No comments.

**X     Adjournment**

On a motion by Ms. Mayer, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 8:44 pm.

Respectfully Submitted,

Joanna Askey  
Secretary