

**Long Hill Township Public Library  
Board of Trustees Meeting  
April 15, 2020**

**Via RingCentral**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:49 p.m. by Board President, Sally Semper.

In Attendance:

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

Also present:

Pierre Rosen, Library Director  
Marygrace Luderitz, Assistant Library Director  
Lori Mattheiss, Library Staff  
Kate Balboni, Library Foundation

**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. Electronic notice of the meeting has been provided.

**IV President's Remarks**

Ms. Semper reminded the Board that the filing deadline for Financial Disclosure Statements is still April 30.

Board members who are attending the current NJLTA webinars should keep track of their trustee training hours.

Mr. Rosen and Ms. Semper provided a report of the May Foundation meeting; the Foundation is currently reviewing their 2019 financials and is in the process of determining how best to meet current funding needs while continuing to build the endowment. They will be submitting a letter thanking the community for its generosity during the 2019 appeal, which will be published in the Echoes Sentinel. They are beginning to work on the 2020 Appeal letter.

**V Consent Agenda**

*Director's Report*

*Treasurer's Report*

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

There was a question as to the amount budgeted for Health Insurance costs as listed in the current Financials. Mr. Rosen will follow up on this.

*Acceptance of the Minutes from the following meeting:*

March 18, 2020 Regular Meeting and Executive Session.

Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved with the Regular Meeting Minutes approved as amended.

## **VI Committee Reports**

*Building & Grounds* – There was a discussion of how the HVAC maintenance contract might be handled going forward.

We are awaiting a decision on our appeal of the claim denial for the tech room flood.

*Finance* –

Mr. Rosen provided an update on electronic services. Costs for these items have increased as the Library has supplemented its electronic services for patrons during closure; for instance, the CloudLibrary payment structure has changed so that users can check out ten items at a time instead of three as customary. The Kanopy service (movies and documentaries) charges for each item a user borrows.

We are likely two to three weeks away from capping out the budgeted amount for electronic resources. To cover increased costs, funds can be shifted from other budget lines which are currently not incurring expenses such as print materials, and the audio-visual resources/electronic resources categories can be combined.

As a result of the closure, the Library will be losing revenue from fines, copier fees, and book sales (currently estimated to be around \$1200-\$1300 in lost revenue).

There was a discussion regarding the deposit for the Kanopy service.

## **VII New Business**

- **Services for Patrons During Closure:** There was a discussion about what the Library will be doing for patrons going forward. In addition to increased electronic services, the Library is offering online programming: for example, Ms. Mattheiss is posting craft videos, there are two online book clubs, and Mr. Rosen and the staff are looking at ways

to increase programming for children. The summer reading program for children and teens is being revamped.

Ms. Luderitz pointed out that publicizing these virtual services can be difficult as not everyone is on social media or has signed up to receive Library emails. There was discussion about different avenues for reaching out to the community such as linking to the Township website.

- **Planning for Reopening:** Mr. Rosen and the staff will be addressing issues such as disinfecting returned books, reconfiguring the circulation desk and ways to offer circulation services to homebound seniors.

## **VIII Public Comments**

No comments.

## **IX Adjournment**

On a motion by Mr. Kelly, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary