

Long Hill Township Public Library
Board of Trustees Meeting
August 16, 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	Joan Donahue	Suzanne Kosempel	Mary Mayer
Lynette Schneider	Sally Semper		

Absent: Pam Klawitter

Also present:

Lyn Begraft, Library Director

II Open Meeting Compliance Statement

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

III President's Remarks

- President Donahue extended her condolences to the Silvia Family, on the recent passing of staff member Diane Silvia's husband.
- Long-time Board member Phyllis Clemson has officially resigned from the Board after 24 years of service. The Library staff and the Board are very grateful for Ms. Clemson's dedication and many contributions to the Library during her tenure as a Trustee. Ms. Clemson's vacated position will need to be filled, as well as the Superintendent's Representative position.
- Congratulations were extended to Library Secretary Jill Hackett, on becoming an American Citizen.
- President Donahue noted the great increase in the Summer Program participation this year, and commended the staff on planning and running such a successful program. Ms. Donahue expressed her appreciation for the Library staff members who are going above & beyond to complete significant projects.
- She reported that the Library Foundation is currently working on creating a website, logo, and press kit.
- Ms. Donahue inquired what Catchafire.org was, and Ms. Begraft explained that *Catchafire* matches professionals who are willing to volunteer their time with non-profit organizations, particularly libraries.

IV Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft reported that new patron registration is up, due to the summer 'surge', patrons needing new library cards, and the collection of outstanding fines.
- The new Long Hill Library cards were shown to the Board. The redesigned cards feature a photo of an owl from the Raptor Trust.
- Ms. Begraft noted that patrons are asking for 'eclipse glasses', to be used during the upcoming solar eclipse. Unfortunately, Long Hill Library received a very limited quantity of the glasses and therefore cannot distribute them widely.
- The Director indicated that the 'shelf-talker' labels are being replaced. These labels are usually located on the Fiction bookshelves, and they provide patrons with author recommendations. The staff is also planning to replace the current end-cap signage with labeling that is more user-friendly. They have been investigating the types of signage that nearby libraries are using.
- The Library has received a \$2,000 donation from Rene Phelan's estate. Ms. Begraft reported that suggestions are being taken on how best to remember Ms. Phelan with this bequest. Current suggestions include a drive-up book drop, and a library room named in her honor.
- The staff is considering ways to redesign the "shush" room, to increase its functionality for patrons.

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:

June 21, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds - The plan to install swinging doors on both sides of the Circulation Desk, and at the Children’s Librarian’s desk, has been put on hold.

Finance – Ms. Donahue reported that the M&T Bank account has finally been closed.

Technology – no report

Strategic Plan – no report (see below)

Personnel – no report

VI Old Business

- **Strategic Plan**- Ms. Begraft reported that she would like to add some final Summer Program numbers to the revised plan. The plan might be ready for presentation in September.

VII New Business

- **Approval of 2016 Audit** – We received a “clean” opinion from the auditors. The Town Clerk/CFO will receive copies of the audit. Ms. Kosempel made a motion to approve the 2016 audit. The motion was seconded by Ms. Burtnett and was unanimously approved.
- **Approval of After Hours Meeting Room Use** – Ms. Mayer made a motion to allow the Friends of the Library to use the Library’s Meeting Room from 4–10pm on October 14, 2017, for their Trivia Night event. The motion was seconded by Ms. Kosempel, and was unanimously approved.
- **Millington Street Fair** - The Fair will be held in downtown Millington on October 15, 2017, from 11am – 3pm. Ms. Burtnett will be circulating a volunteer sign-up sheet to the Board members.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 8:11 pm.

Sally Semper, Secretary