

**Long Hill Township Public Library
Board of Trustees Meeting
December 14, 2016**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:35 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue	Susan Gard
Pam Klawitter	Matthew Laubscher	Mary Mayer	Lynette Schneider
Sally Semper			

Also present:

Lyn Begraft, Library Director
Suzanne Kosempel, member of the public

II Open Meeting Compliance Statement

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

III President's Remarks

Ms. Donahue thanked the Board members for their service during 2016, expressing appreciation for their time and effort given to the Library. It was noted that this would be Board member Susan Gard's last meeting as a trustee, and she was thanked for her years of service.

Ms. Donahue indicated that she was excited about the Library's new time/print management system, *Envisionware*, which will allow for wireless printing from laptops and smart-devices.

Children's Librarian, Meghan Darling, will be traveling to Atlanta in January to help select the annual "best non-fiction book", which she is generously doing on her own time.

Congratulations were also extended to Director Begraft, who will be serving as the Secretary of M.A.I.N, starting in 2017.

IV Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft asked the board members to indicate their preferred method of contact, choosing from home phone, cell phone or email. Ms. Klawitter suggested that the Friends president could be included on the *Everbridge* emergency call list. The new emergency system will send just one message to everyone on the call list.
- Ms. Begraft noted that the very popular one-woman-show performer will be returning on April 1, 2017, this time featuring the portrayal of Babe Didrikson Zaharias.

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:

November 16, 2016 Regular Meeting

Ms. Burtneff made a motion to accept the Consent Agenda. The motion was seconded by Ms. Clemson and was unanimously approved, with Ms. Gard and Ms. Clemson abstaining on the minutes.

V Committee Reports

Administrative Policy Manual & ByLaws – Ms. Burtneff reported that upon review of the Admin manual, she found no rule stating that the Mayor's & Superintendent's Representatives could not be Board officers. It was noted that office terms are for 1 year.

Building & Grounds - Ms. Mayer reported that the second energy audit was completed and there are only a few additions to the first audit. The recommended repairs will cost \$25,000. The money to pay for these repairs will come from the Capital Maintenance Fund, which currently has a balance of \$145,000. Doing our own energy audit increases the town's ability to audit other places within the township. Ms. Mayer made a motion to proceed with the energy audit repairs, with the total expenditure not to exceed \$25,000, and with the funds to be taken from the Capital Maintenance Fund. The motion was seconded by Mr. Laubscher, and was unanimously approved.

Finance – no report

Technology – New equipment is being installed by M.A.I.N. which will help the ethernet and wireless networks to function more reliably and at a faster speed.

Strategic Plan – no report

Marketing – none

Personnel – none

VI Old Business

- **M.A.I.N. Membership – Agreement for 2017** Ms. Schneider made a motion to accept the membership agreement for 2017, at the cost of \$14,427.98 for the year. The motion was seconded by Ms. Gard and was unanimously approved.

VII New Business

- **Banking Information** – A discussion was held concerning the removal of our Operating Account from M&T Bank. The process required to add two check signers to our current account has been lengthy, frustrating and as yet unsuccessful, despite numerous visits to the bank. Customer service from the bank has been lacking in the extreme. We will be investigating what the other area banks have to offer. The Finance Committee and Library Secretary Jill Hackett will be researching our options. Ms. Hackett has volunteered to do the legwork needed with the selected institution, prior to the board members visiting the bank.
- **Preliminary Budget for 2017** - Ms. Begraft reported that the 2017 budget will be similar to the budget for 2016. The notable differences are the increase in the M.A.I.N assessment for 2017, the \$10,000 decrease in our millage, and a small drop in our state aid figure. Director Begraft is still waiting to receive the 2017 Health Insurance amount and is using the 2016 figure for now. Next year she hopes to see more of our programming being funded by the Friends or by other fundraising. Ms. Luderitz anticipates that we will need to replace a few computers that are “aging out”. Ms. Donahue requested that the Board members continue to review the preliminary budget prior to final changes. We will be voting on the proposed 2017 budget in January.
- **Resolution 2016-13: Create and Approve a Temporary Budget for 2017** – Ms. Mayer made a motion to continue the 2016 budget until the 2017 budget is approved. The motion was seconded by Ms. Gard and was unanimously approved.
- **Resolution 2016-12: Replenishing the Technology Fund** - Mr. Laubscher made a motion to replenish the Technology Fund to \$25,000. The motion was seconded by Ms. Gard and was unanimously approved.

On a motion by Mr. Laubscher, seconded by Ms. Gard, the Board went into Executive Session at 8:25pm to discuss a personnel matter. On a motion by Ms. Mayer, seconded by Ms. Gard, the Board returned from Executive Session at 8:32pm.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Klawitter, seconded by Ms. Gard, and approved unanimously, the meeting was adjourned at 8:35 pm.

Sally Semper, Secretary