

**Long Hill Township Public Library
Board of Trustees Meeting
February 17, 2016**

I Call to Order

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

In Attendance:

Nancy Burtnett Phyllis Clemson Susan Gard Mary Mayer
Sally Semper

Absent: Joan Donahue, Matthew Laubscher

Also present:

Jim Hecht, Interim Director
Arline Most, Foundation President
Pam Klawitter, member of the public

II Open Meeting Compliance Statement

Acting President, Nancy Burtnett, read the statement of compliance with the Sunshine Law.

III President's Remarks

Ms. Burnett reported on President Donahue's recovery after her surgery.

IV Consent Agenda

Director's Report

There were no additions to Mr. Hecht's written report.

Treasurer's Report

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

Acceptance of the Minutes from the January 20, 2016 Meeting

On a motion by Ms. Gard, seconded by Ms. Clemson, the Consent Agenda was unanimously accepted.

V Committee Reports

Building & Grounds

- HVAC: An agreement has been signed with Pipeworks. It is a 1-year contract starting February 2016. Pipeworks will check the Library's systems 4 times a year. Deciding factors for choosing Pipeworks included Pipework's lower rates, and their policy of not charging a fee for work estimates.

- Mr. Hecht and Ms. Mayer met with Township Administrator Neil Henry to continue discussing who is responsible for major building issues, such as the recurring ice buildup problem. The goal is to come up with an agreement with the Township about these responsibilities. Another meeting with Mr. Henry is scheduled for next week. Mr. Hecht provided the Board with copies of statutes regarding the scope of a Library's and Township's responsibilities for building maintenance. Mr. Hecht reported that we are waiting to hear from the Township about the possibility of the Library receiving money from FEMA, which would cover 75% of the costs to fix the damage done during the storm. We would need to get estimates of the repair costs.

Finance – It was reported that Town Administrator Neil Henry does not think the Library will receive the \$10,000 it has requested from the Township, though this is a Township Committee decision.

Administrative Policy Manual & ByLaws – no report

Personnel – no report

Technology – no report

Marketing – no report

VI Old Business

- **Open Trustee Positions** - An ad-hoc committee will select two candidates from the applications received through March 1, 2016. The committee's selections will be presented at the March 16, 2016 Board meeting. Upon Board approval, the names will be submitted to the Township Committee for confirmation at their first meeting in April.
- **Director Search Update** – Ms. Semper and Mr. Hecht reported that six candidates from the pool of applicants for the Director's position were selected to be interviewed by the Search committee. One interview has been conducted so far, and the remainder will take place during the upcoming week. The most qualified candidates will be invited to return for a second interview with the Board of Trustees.

VII New Business

- **“Toast of the Town”** – The Library's community rooms will be used during the Township's 150th Anniversary celebration. Board members were reminded to get their tickets for the event.
- **Stirling Street Fair** – The Fair will take place on April 24, 2016 this year. Ms. Clemson indicated that she would like someone to take over the planning duties for the Library's table. Ms. Clemson asked the Board if the members wanted to pay the \$50 participation fee for the Fair.

VIII Public Comments

- Ms. Klawitter noted that the final day of the Friends' upcoming book sale is the same day as the Stirling Street Fair. The Board will need to come up with more people to staff the Library's table at the fair, as the Friends' volunteers will be at the book sale.
- Ms. Most reported that the next Foundation meeting is in March, and that the Foundation would like to add a few new members.

IX Adjournment

On a motion by Ms. Gard, seconded by Ms. Mayer, and approved unanimously, the meeting was adjourned at 8:15 pm.

Sally Semper, Secretary