

**Long Hill Township Public Library
Board of Trustees Meeting
February 15, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:33 pm by Board President, Joan Donahue.

In Attendance:

Phyllis Clemson	Joan Donahue	Pam Klawitter	Suzanne Kosempel
Lynette Schneider	Sally Semper		

Absent: Nancy Burtnett, Matthew Laubscher, Mary Mayer

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

Ms. Donahue thanked Director Begraft for dealing with several particularly challenging issues that have been ongoing since the beginning of the year.

IV Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft, in response to a question from Ms. Donahue, explained that Ms. Luderitz is looking into a free program offered by Lincoln Center, called "Lincoln Center Live". The program allows libraries to stream programs and performances direct from Lincoln Center.
- WOWBRARY is an online newsletter which highlights "new" items available at the Library. The cost for the newsletter is \$500 annually, with an option to cancel the service after 2 newsletters. The newsletter is currently being tested among the staff, and ways to alert the public about the service are being discussed.
- Ms. Begraft reported that performance evaluations for Part-Time staff are almost complete, and she is also acquiring feedback from the staff during the process. Evaluations for the Full-Time staff are projected to be complete by the end of March.
- Director Begraft noted how very proud she was of Children's Librarian, Meghan Darling, and Ms. Darling's accomplishments during her trip to Atlanta for the ALA

MidWinter Conference in January. Ms. Darling's dedication and enthusiasm are greatly appreciated.

- Ms. Begraft has contacted a recommended roofer to assess the Library's ongoing roof leakage problem.
- Regarding the Energy Audit, Ms. Begraft reported that the new thermostats that the Library requested have been approved. Final approval of the Library's Energy Audit will be delayed while the Township is conducting its Energy Audit in March.
- Contractor Frank Dill will be coming to the Library to provide an estimate for "doors" to be placed by the Circulation Desk. The doors would provide a needed separation between the public and staff-only areas.
- Ms. Begraft indicated that Collection development continues, with materials being weeded and moved. One goal is to make the Library as easy for patrons to use as possible, particularly for the children and caregivers.
- Ms. Luderitz is having an electrician look into locating a new electrical outlet by the end of the Adult section, where a computer catalog could be placed.
- It was noted that the MAIN meeting on February 27, 2017 will be held at the Long Hill Township Library.
- Ms. Donahue requested an explanation of "MCL membership cards". Director Begraft explained that the cards allow patrons who work in a county to have access to libraries in that county. MAIN will be voting on a "paid" library card system at the February meeting. The card would cost \$250 annually.

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: January 18, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds - no report

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – Ms. Kosempel will be joining the Personnel Committee as its third member. Ms. Semper outlined the process the Board will follow for Director Begraft's first annual performance evaluation.

VI Old Business

- **Patron Code of Conduct-** The Board reviewed the revised policy. Ms. Kosempel made a motion to accept the revised Patron Code of Conduct. The motion was seconded by Ms. Klawitter and was unanimously approved.
- **Approval of the 2017 Budget, Resolution 2017-08** – Ms. Donahue reviewed the notable changes to the budget from last year. There was a \$10,000 drop in millage from 2016. Expense increases include a 2% raise in salaries, approximately \$4,000 increase in the MAIN assessment, and a \$7,500 increase in Insurance. Service contracts have also gone up slightly. Ms. Clemson made a motion to pass Resolution 2017-08, approving the 2017 Budget. The motion was seconded by Ms. Schneider and was unanimously approved.

VII New Business

- **Banking Information** – Monies currently held at M&T Bank will be moved to Investors Bank. After the account has been transferred, Investors Bank's process for confirming the Library's designated check signers will be determined.
- The Board will be sending flowers to former Library Director Arline Most, in memory of her husband, William Most.
- Special thanks were extended to Ms. Klawitter for her help in cleaning up the Meeting Room after the most recent roof leak problem.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 8:42 pm.

Sally Semper, Secretary