

**Long Hill Township Public Library
Board of Trustees Meeting
February 21, 2018**

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, Sally Semper.

In Attendance:

Joanna Askey	Izzy DeBiasse	Joan Donahue	Pam Klawitter
Suzanne Kosempel	Mary Mayer	Lynette Schneider	Sally Semper
Nancy Burtnett			

Also present:

Lyn Begraft, Library Director

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.

IV President's Remarks

Ms. Semper congratulated the Foundation on reaching their fundraising goal of \$20,170!

Ms. Semper thanked Ms. Begraft and the staff for continuing to pitch in to help with the children's department and with the additional difficulties caused by the ILL situation. Ms. Begraft added she is always impressed by initiative and attitude of the Library staff when it comes to dealing with these challenges.

Ms. Semper also recognized Marygrace Luderitz's initiative in testing out a Friday movie addition to the schedule, which was well received by patrons.

V Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft provided an update on the ILL situation. She also passed along a written statement from LibraryLinkNJ, the entity responsible for ILL services, regarding the statewide delivery system. In brief, the vendor selected by LibraryLink to provide ILL services had a change with respect to their subcontractor, resulting in extensive ILL delays. Now, the vendor has given notice that it will be withdrawing from the ILL contract. LibraryLinkNJ will be

seeking bids from new vendors. Our library staff have been reaching out to patrons who have books held up in ILL delays.

- Empty alcohol containers have recently been found in both the men's and women's restrooms. Additional signage will be placed in the restrooms.

The Township is planning to increase security in the municipal complex which should help to address future issues. We agreed the Library should coordinate with the Administrator about the planned security camera installation as this has been an interest of the Board's for some time.

- The Berkeley Heights Library is still in the process of finishing up construction on its new (temporary) home. Part of their collection will need to remain in storage even after they open.

Treasurer's Report

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

Acceptance of the Minutes from the following meetings:

January 17, 2018 Reorganization Meeting and Regular Meeting

Ms. Donahue made a motion to accept the Consent Agenda with the minutes of the January regular meeting accepted as corrected. The motion was seconded by Ms. Kosempel and was unanimously approved, with Ms. Burtnett abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – Recent issues have made it necessary to reexamine and clarify the meeting room use policy. The Board has agreed that only Long Hill residents may reserve meeting rooms, as is the current policy.

We discussed revising the policy to require that the Long Hill resident who has reserved the meeting room be present at the event(s) for which she or he has reserved the room. If that resident cannot be present, another Long Hill resident who will be present for the duration of the event must agree to the meeting room policy prior to use.

The Committee will draft a new policy for Board approval.

Building & Grounds – No report.

Finance – We are still waiting for some additional information on budget items including utilities. Approval of the 2018 budget will be carried to the next meeting.

Technology – no report

Strategic Plan – no report

Personnel – The Personnel committee will be circulating material for the Director’s review.

Nomination – no report

VII Old Business

- **Library Business Hours for the Wednesday Before Thanksgiving** – At our last meeting we discussed the possibility of an afternoon closing (prior to 5 pm) on the Wednesday before Thanksgiving.

The Board considered previous years’ circulation statistics for that afternoon as well as the interests of patrons and staff, and agreed to a 3:30 closing as would be consistent with Town Hall hours. Ms. Kosempel made a motion to amend Resolution 2018-07 Authorizing Hours of Operation to reflect this change. The motion was seconded by Ms. DiBiasse and was unanimously approved.

VIII New Business

- **Committees** – Ms. Semper circulated the list of committee assignments for this year.
- **New Board Members** – Two of members of the Board will be moving out of state in the next few months, so we will need to start reaching out for new members.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Klawitter, seconded by Ms. Donahue and approved unanimously, the meeting was adjourned at 8:17 pm.

Respectfully Submitted,

Joanna Askey
Secretary