

**Long Hill Township Public Library
Board of Trustees Meeting
February 27, 2019**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:34 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Joanna Askey	Izzy DeBiasse	Mary Mayer
Lynette Schneider	Sally Semper	Nancy Burnnett	

Excused: Jonathan Kelly

Also present:

Lyn Begraft, Library Director
Lisa Butler, member of the public
Carol Prasa, member of the public
Fred Rossi, member of the public

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 Long Hill Historic Preservation Advisory Committee

Carol Prasa and Fred Rossi of HPAC attended to follow up on the previous discussion of archival document storage at the Library.

Ms. Prasa and Mr. Rossi clarified that the storage would be only for archival material, not artifacts, and that storage of HPAC material would be in addition to current storage of Historical Society material. Artifacts would be stored at the Millington Schoolhouse and Town Hall. Specifically, HPAC would like the Library to house a glass front locked cabinet displaying items that could be examined by the public but would not circulate. Ms. Prasa also advised that one of the duties of HPAC is to recommend and provide local history books to the Library.

At this time Ms. Prasa and Mr. Rossi are requesting space for the Mary Lou Weller collection, but HPAC is hoping to acquire more materials including old yearbooks. HPAC has also been given materials from the American Legion. There was a question about the specific amount of archival material and whether this collection could be expected to grow in the future. HPAC will provide more specifics about the collection.

There was a question about ownership of the archival material that is given to HPAC. This material belongs to the Township. There was further discussion about digitization: the

Historical Society is trying to acquire a digitization machine and it is hoped that HPAC and the Historical Society could coordinate digitization projects.

Ms. Semper explained that the Board has set up a subcommittee to coordinate Historical Society and HPAC requests but that due to travel and scheduling the subcommittee was unable to meet this month. The Library will reach out with requests for further information or any updates. The Board thanked Ms. Prasa and Mr. Rossi for coming in. At this point Ms. Prasa and Mr. Rossi left the meeting.

V President's Remarks

Ms. Begraft and Ms. Semper attended the February Library Foundation meeting to discuss the increase in health care and pension costs which are having an unexpected impact on the Library budget. As a result the Library will be coming to the Foundation for financial assistance. The Foundation is working on raising their profile and is exploring additional fundraising.

On March 23 the Friends of the Library will host a screening of *Saving the Great Swamp: Battle to Defeat the Jetport* from 12-2 pm. After the movie there will be a question and answer session with Producers Larry Fast and Phyllis Wald-Fast.

The Friends will also be holding their Shred-it event on Saturday May 4 from 10-2.

The New Jersey Library Trustees Association will be holding three day-long training events "What every trustee needs to know." Anyone interested in attending please let Ms. Semper know.

Ms. Semper thanked Ms. Begraft and the Library staff for their handling of the recent flood resulting from a burst pipe in the kitchen area.

VI Consent Agenda

Director's Report:

In addition to her written report:

There was a discussion of the Acme Harrow Plow which has been proposed for display in the Atrium. Ms. Begraft reported that insurance and fire officials have raised safety concerns about the display. Also, as observed by Library staff, placing the plow in the middle of the atrium will impede pedestrian traffic flow (including strollers, running toddlers, and the book cart). The Board agreed that we would like to have the plow displayed in a central location for all to enjoy, but another space would be more appropriate due to space and safety issues.

Treasurer's Report

Bill List Librarian's Discretionary and Petty Cash Report

Acceptance of the Minutes from the following meeting:

January 16, 2019 Regular Meeting and Reorganization Meeting.

Ms. Kosempel made a motion to accept the Consent Agenda. The motion was seconded by Ms. Askey and was approved, with Ms. DeBiasse and Ms. Mayer abstaining on the minutes.

VII Committee Reports

Administrative Policy Manual & Bylaws – no report

Building & Grounds – A smoke alarm in the magazine area needs new batteries, a new photo sensor and base. Repairing the alarm requires a fifteen-foot ladder, two technicians and a minimum service call charge -- resulting in an estimate of \$1980. Ms. Begraft has searched for a more reasonable estimate, but because this is a Simplex/Grinnell alarm the other companies she contacted will not repair it. We discussed whether any preventative work could be done while the technicians are on site to reduce the likelihood of another service call. On motion by Ms. Semper and seconded by Ms. Mayer, the Board approved payment of \$1980 as per the Johnson Controls quote dated February 7, 2019 for smoke detector repair.

Finance – The Budget Committee has met and provided the following report: While we do not yet have a budget to vote on, it appears the Library will have a deficit of approximately \$70,000 for 2019. This is largely due to rising pension and health care costs (approximately \$12,000 and \$15,000 respectively) while funding from the Township has remained at 2018 levels. There were questions about what else is contributing to the deficit: payroll taxes have increased and we are have returned to a full year of funding for the children's services position.

The Library has requested \$35,000 in additional funding from the Township and will be requesting assistance from the Foundation and the Friends.

As most of the budget costs are fixed there are limited ways to reduce costs. Savings possibilities include closing on Thursday evenings (saving \$4736) and Sundays (saving \$8500) through year end. Ms. Begraft noted that other libraries are closing on Sundays due to budget issues. The budget does build in staff salary increases which the Board would like to preserve if possible.

Other funding ideas discussed included reaching out to the Long Hill Chamber of Commerce to sponsor movies, expanding use of the Acorn fund if feasible, charging for for-profit meeting room use, and exploring a U.S. Passport services program.

Technology – no report

Strategic Plan –no report

Personnel –no report

Nomination – no report

VIII Old Business

- **Swearing in Board Member Izzy DeBiasse**
Ms. Semper swore in Izzy DeBiasse for a one-year term as the Superintendent's representative.
- **Correspondence Regarding LibraryLink Resolution**
Ms. Begraft sent Resolution 2018-14 in support of library delivery services to the NJ Library Trustees Association. We have contributed \$500 to LibraryLink to support delivery services through June. We do not know what will happen with interlibrary loan services after June 2019.

IX New Business

- **Board Application of Lisa Butler to fill Vacant Trustee Position**

Executive Session

Ms. Semper made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss Lisa Butler's Application. The motion was seconded by Ms. Askey and approved unanimously.

The Board entered Executive Session at 9:10 p.m. and returned from Executive Session at 9:11 p.m. to resume the open public meeting.

Ms. Semper welcomed Ms. Butler to the Board. Ms. Butler will serve as the Mayor's Representative for a term expiring in December 2019.

At this point Ms. DeBiasse was excused from the meeting.

- **Library Flood Insurance Packet**

Ms. Begraft reviewed the status of the flood remediation process. After a \$1250 deductible all costs were covered by insurance including reconstruction of the kitchenette and replacement of the carpeting in the meeting room.

- **Library Space Audit**

In January Ms. Begraft, Ms. Luderitz, Ms. Costa and Ms. Askey attended the continuing education session Guerilla Branding: Making Your Library Indispensable conducted by David Vinjamuri of ThirdWay, Inc. While there we explored ways to efficiently use library space from a marketing perspective. Ms. Begraft had previously attended Mr. Vinjamuri's "Transform your Stacks" program and has successfully implemented several ideas from that session.

Ms. Begraft would like to bring in ThirdWay to conduct a library space audit which would help us improve library space efficiency and sustainability. This is particularly relevant given the requests from HPAC and the Historical Society. Ms. Mayer pointed out that for years we have needed to put off building repairs and upgrades because of perpetual budget issues and emergency situations. It would be very helpful for long term planning to have a strategic plan for the building.

We discussed the audit expense in light of the 2019 budget deficit. Funding for the audit would come from the Acorn Fund which is restricted to building related expenses such as furnishings and is not typically used for general operating expenses. The Board agreed that the Library must keep current by adapting to new and changing uses; an audit will help us do more, wisely, with the limited funding we have. Ms. Begraft pointed out this is a very reasonable price for a space audit as compared to what libraries have paid other companies.

Ms. Mayer made a motion to approve Resolution 2019-8 Approving a Restricted Acorn Fund Expense in the amount of \$3500 to be paid pursuant to a Library Space Audit Contract with ThirdWay, Inc. The motion was seconded by Ms. Kosempel and was approved unanimously.

X Public Comments

No comments.

XI Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 9:40 p.m.

Respectfully Submitted,

Joanna Askey
Secretary