

**Long Hill Township Public Library
Board of Trustees Meeting
January 20, 2016**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:55 pm by Acting President, Nancy Burtnett.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Susan Gard	Matthew Laubscher
Mary Mayer	Sally Semper		

Absent: Joan Donahue

Also present:

Jim Hecht, Interim Director
Arline Most, Foundation President

II Open Meeting Compliance Statement

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

III President's Remarks

Ms. Burnett thanked Mr. Hecht for joining the Library as Interim Director, and welcomed new board member Matt Laubscher as the Superintendent's representative. She extended her thanks to Ms. Mayer and Ms. Clemson for continuing their service on the Board.

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 December 16, 2015 Meeting

On a motion by Ms. Clemson, seconded by Ms. Mayer, the Consent Agenda was unanimously accepted, with Ms. Gard and Mr. Laubscher abstaining on the minutes.

V Committee Reports

Administrative Policy Manual & ByLaws – Ms. Burtnett proposed an update to the Qualifications section of the Library Director Job Description (Appendix 3). The proposed change would increase the required number of years of progressively responsible public library experience to five, and the number of years in a supervisory capacity to three. On a motion by Ms. Clemson, seconded by Ms. Gard, the proposed change was unanimously approved.

Finance – A motion was made by Ms. Mayer to allow one of our CD's to rollover, for a 12 month period, at 0.49%. The motion was seconded by Ms. Clemson and was unanimously approved.

Personnel – Ms. Semper and Mr. Hecht reported that Library Director Search committee has been formed. The committee consists of two current and two former Board members, a Library staff member, and Director Hecht. The Library Director Ad was posted on January 5th, and applications will be received until January 27th. The deadline may be extended for an additional week, depending on the number of responses received. The committee plans to have their initial meeting on February 5th to review the applications.

Building and Grounds – no report

Technology – no report

Marketing – no report

VI Old Business

There was no Old Business.

VII New Business

- **Voting on the 2016 Annual Resolutions** – On a motion by Ms. Clemson, seconded by Ms. Mayer, and approved unanimously, the Resolutions for 2016 were accepted.
- **Trustees needed** – Board members were asked to reach out to individuals they know in the community who might be willing to apply for a trustee term. Candidates are required to either live or work in Long Hill Township.
- **Foundation & Friends** – Ms. Arline Most reported that she had been elected President of the Foundation, as of the group's January 20, 2016 meeting. She reminded the Board that the Foundation has the ability to make investments, support programming, and make endowments. The Foundation became a 501c-3 organization in the Spring of 2015. Ms. Most described the Donor Management Database software (now called "Fundly") that was purchased in 2013. The software has been used to collect valuable donor information for the Foundation and the Library for the past 3 years. After discussion, the Board agreed that it would be

beneficial to keep the donor information for the Foundation and the Library consolidated. A motion was made by Ms. Mayer for the Library to share the \$20 monthly cost of the Donor Management database with the Foundation. Ms. Gard seconded the motion and it was unanimously approved.

- **Book Sale** – The Friends will be holding a book sale on April 21st – 24th in the Library Conference Room.

VIII Public Comments – There were no comments from the public.

IX Adjournment

On a motion by Ms. Clemson, seconded by Ms. Mayer, and approved unanimously, the meeting was adjourned at 8:50 pm.

Sally Semper, Secretary