

**Long Hill Township Public Library  
Board of Trustees Meeting  
June 15, 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 Board Vice-President, Nancy Burtnett.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Susan Gard	Pam Klawitter
Matthew Laubscher	Mary Mayer	Lynette Schneider	Sally Semper

Absent: Joan Donahue

Also present:

Lyn Begraft, Library Director

**II Open Meeting Compliance Statement**

Vice-President Nancy Burtnett read the statement of compliance with the Sunshine Law.

**III President's Remarks**

There were no remarks from the Board President.

**IV Consent Agenda**

***Director's Report***

In addition to her written report:

- Director Begraft informed the Board that this was the last evening of work for Circulation Desk assistant Gina Modero. The vacancy will be filled by Wendy Mulvey, who currently works as a page at the Library. A new individual will be hired to fill the vacated page position.

***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:***

May 18, 2016 Regular Meeting

On a motion by Ms. Mayer, seconded by Ms. Schneider, the Consent Agenda was unanimously accepted.

**V Committee Reports**

*Administrative Policy Manual & ByLaws* – no report

*Building & Grounds* - It was noted that the steps in front of the Library have been fixed.

*Finance* – It was suggested that Ms. Schneider be added as a check signer, since she is a member of the Finance Committee. The Administrative Policy manual will be reviewed to see if this is feasible.

*Marketing* – none

*Personnel* – Ms. Schneider has volunteered to join the Personnel Committee.

*Technology* – The 6 newly ordered PC's are ready to be delivered to the Library.

## **VI Old Business**

- **Continuing Education:** Board members were reminded of a continuing education opportunity for Trustees, held in East Windsor, NJ, on September 10, 2016, from 9am to 4pm. One trustee can attend for no charge, and the cost for additional trustees is \$75 per person. It was noted that there are still free Webinars available for trustees to view.

## **VII New Business**

- **Long Hill Township 150<sup>th</sup> Anniversary** - The anniversary will be celebrated on September 10, 2016, with events taking place from 3pm to 10pm, concluding with a fireworks display. Ms. Begraft will be speaking with the town to determine what type of event they are planning, and then the Board will discuss possible ways in which the Library can participate in the event.
- **2017 Meeting Schedule** – The proposed 2017 meeting dates were reviewed. Ms. Mayer made a motion to accept the 2017 Meeting Schedule with the December meeting moved from the 20<sup>th</sup> to the 13<sup>th</sup> of December. Ms. Klawitter seconded the motion and it was unanimously approved.
- **Library Signage** – Director Begraft spoke with Neil Henry about installing a sign out in front of the Library. Mr. Henry saw no reason that why this couldn't be done and provided Ms. Begraft with specifications.

## **VIII Public Comments**

- No comments.

## **IX Adjournment**

On a motion by Ms. Gard, seconded by Ms. Schneider, and approved unanimously, the meeting was adjourned at 8:10 pm.

Sally Semper, Secretary