

**Long Hill Township Public Library
Board of Trustees Meeting
January 18, 2017**

I Call To Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:45 by President, Joan Donahue.

Board Members In attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue
Pam Klawitter	Suzanne Kosempel	Mary Mayer
Lynette Schneider		

Absent:

Matthew Laubscher	Sally Semper
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II Open Meeting Compliance Statement

President Donahue read the statement of compliance with the Sunshine Law.

III President's Remarks

Ms. Donahue thanked the Board for all the time and energy they gave last year and will be giving in the coming year. She also complimented the Library Staff on the New Years at Noon program last week and the other amazing programs that were held throughout 2016. Ms. Donahue noted that the Staff handled some difficult incidents in December. She also sent congratulations to Gabby Pecoraro for passing her probationary period as a page and becoming a permanent part-time staff member. Ms. Donahue extended her thanks to the Gates Avenue Knitters for the successful hat sale. She also thanked Mary Grace Luderitz, Adult Services Librarian, for her book acquisitions.

IV Consent Agenda

Director's and Staff Reports

Ms. Clemson encouraged all to attend the April program on Babe Didrikson Zaharias, which was mentioned in Ms. Luderitz's report.

Director Lyn Begraft spoke about the need for our Patron Code of Conduct to be posted in the Library in response to a couple of incidents in the last few months. The Staff evaluated our Administrative Policy, 3.1 Patron Code of Conduct, and made suggestions for some changes. Copies were distributed. The Board discussed the suggestions and agreed with them. The wording will be finalized and the revised section will be presented to the Board for approval at the February 2017 meeting.

Treasurer's Report

Bill List	Librarian's Discretionary and Petty Cash Report
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Acceptance of the Minutes from the December 14, 2016 Meeting

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

V Committee Reports

Administrative Policy Manual & Bylaws

Changes to the Patron Code of Conduct section of the Administrative Policy manual were discussed in Consent Agenda.

Building and Grounds

The Board was updated on the Energy Audit and the condition of two furnaces in the attic. Ms. Mayer noted that L&S may come back and give us a second opinion. Ms. Donahue and Ms. Begraft met with Township Administrator Neil Henry, regarding the annual budget, and also had a discussion about the energy audit as the township is also conducting a similar audit and the library has been included. We are ready to proceed with the project, and are waiting to hear from Donnelly Energy as to a meeting time to sign the project's documents.

Finance

Ms. Donahue reviewed the 2016 numbers from Operating and Income/Expenses in the Annual Budget

Marketing and Public Relations – no report

Personnel – no report

Technology – no report

VI Old Business

• **Discussion of Banking Change**

Staff member, Jill Hackett, contacted a number of banks in Long Hill Township and inquired about moving our checking account. After some discussion a motion was made by Ms. Mayer, seconded by Ms. Donahue, to transfer our checking account from M&T to Investors Savings Bank. The vote to change was unanimous.

• **Strategic Plan Update**

The Committee has been inputting numbers and updating information and will present the Strategic Plan for the next 3 years at the April meeting.

- **Resolution to Approve Budget for 2017**

Due to incomplete numbers for this year's health insurance, the resolution to approve this year's budget was tabled until the February meeting.

VII New Business

- **Voting on the 2017 Annual Resolutions**

Ms. Donahue made a motion that the Board accept the 2017 Annual Resolutions as presented in the packet. The motion was seconded by Ms. Mayer and was passed unanimously by the Board.

VIII Public Comments

There being no members of the public present, there were no comments.

IX Adjournment

On a motion by Ms. Mayer, seconded by Ms. Burtnett, and approved unanimously, the meeting was adjourned at 8:55 pm.