

**Long Hill Township Public Library
Board of Trustees Meeting
December 13, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:32pm by Board President, Joan Donahue.

In Attendance:

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

Also present:

Lyn Begraft, Library Director

II Open Meeting Compliance Statement

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

III President's Remarks

- Ms. Donahue noted that she was excited about the installation of the new roof coils.
- She extended her congratulations to Director Begraft on her new position as Vice-President on the MAIN Executive Board.
- President Donahue commented on author/patron Kevin Catalano, whose new book *Where the Sun Shines Out* was recently published by Skyhorse Publishers.

IV Consent Agenda

Director's Report

In addition to her written report:

- Director Begraft reported that she was successful using LEAP to register the teachers at Lil People's Playhouse for library cards. She felt it was a good situation for a trial run with LEAP. The teachers can have courtesy cards which will allow them to check-out items at our library, but not place holds.
- The Berkeley Heights Library has closed (as of 12/4/17) and we are seeing more of their patrons. Their library will eventually be moving to a new municipal complex. It was noted that the Berkeley Heights patrons must return their books and materials to a Union County Library. As determined at a previous meeting, we will not be offering the Berkeley Heights patrons meeting space.
- Ms. Begraft mentioned that former long-time Board member, Phyllis Clemson, was recognized for her many years of service at the Township's Volunteer Dinner.

- Director Begraft reported that the Library has received a copy of the “Saving the Great Swamp – Battle to Defeat the Jetport” movie. As soon as it is possible, Ms. Luderitz will show the film, in conjunction with the Friends.
- Ms. Begraft will be meeting with the Central School Principal, Mr. Vitarello, next week.
- The Historical Society has indicated they would like to extend the ‘open hours’ of their collection.
- So far, there have been 6 candidates for the open Youth Services Librarian 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:

November 15, 2017 Regular Meeting

Ms. Burtnett made a motion to accept the Consent Agenda. The motion was seconded by Ms. Askey and was unanimously approved.

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds

- The roof heating coils have been installed, but have not been fully tested. The mechanical room has a switch which allows the coils to be turned on manually.
- The staff is working with the new thermostats to get consistently comfortable temperatures throughout the building.

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – no report

Nominating – The proposed slate of officers for 2018 is as follows: President – Sally Semper, Vice-President – Suzanne Kosempel, Secretary – Joanna Askey, Treasurer – Lynette Schneider

VI Old Business

- **2018 Preliminary Budget** – We cannot vote on the budget at this time because we still need additional firm numbers from the Township for items such as health insurance and pensions. Ms. Begraft noted that the millage went up a bit, State Aid went down slightly, fines are down approximately \$1,000, and she expects book sales to go up. Ms. Klawitter noted that we need to keep furnace repairs in mind for the future.

- **Resolution 2017-12: Approving the Temporary Budget for 2018** - Ms. Askey made a motion to continue the 2017 budget until the 2018 budget is approved. The motion was seconded by Ms. Semper and was unanimously approved.

VII New Business

- **MAIN Membership** – The membership will be discussed at the January 2018 meeting.
- **Amazon “Smile”** – This fundraising option was briefly discussed. While it would not require much work beyond advertising, it was felt that the actual return might be minimal. Amazon contributes 0.5% of each donor’s Amazon purchase. Amazon would make a quarterly payment to the Library when donations total \$5 or more. Therefore, donors would need to collectively make \$1,000 in Amazon purchases in order for us to receive \$5.
- **Friends of the Library update** – The Friends are pursuing the showing of the “Saving the Great Swamp” movie as an event/fundraiser.

VIII Public Comments

No comments.

IX Adjournment

On a motion by Ms. Klawitter, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 8:31 pm.

Sally Semper, Secretary