

**Long Hill Township Public Library
Board of Trustees Meeting
January 17, 2018**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:50 pm by Board President, Sally Semper.

In Attendance:

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

Also present:

Lyn Begraft, Library Director

Absent: Nancy Burnnett

II Open Meeting Compliance Statement

President Sally Semper read the statement of compliance with the Sunshine Law.

III President's Remarks

Ms. Semper welcomed returning Board members and new trustees Izzy DeBiasse and Joanna Askey.

Ms. Semper congratulated the Foundation on their very successful fundraising campaign which has nearly reached the Foundation's goal of \$20,170.

Ms. Semper thanked Meaghan Darling, who has been coming in to assist during the ongoing search for a new Youth Services Librarian. Ms. Semper also extended her thanks to the staff for dealing with many recent challenges, including major problems and delays with the new ILL delivery service, thermostat issues, and maintaining the children's department.

IV Consent Agenda

Director's Report

In addition to her written report:

- MAIN: Ms. Begraft discussed the Morris County Freeholders' offer to MAIN regarding provision of services to four towns who do not have libraries: Netcong, Victory Gardens, Boonton Township and Mine Hill. She provided the Board with a history and overview of the MAIN consortium as well as background on the current situation. In brief, the Freeholders have offered to extend by one year their transitional funding of MAIN, in exchange for which (a) there would be a freeze on Library assessments to MAIN and (b) certain library

services would be provided by MAIN member libraries to residents of these four towns. Under this current proposal by the County Administrator, the four towns would not be required to contribute financially to MAIN.

We agreed that Ms. Begraft will reach out to Township administration to see if they have questions or would like further information regarding this matter. We will discuss further at our February meeting and will provide any feedback to Ms. Begraft before the next meeting of the MAIN Board.

- Ms. Begraft will be following up with the Director of the Berkeley Heights Library to see if they are any closer to a timeframe on their move.
- Friends of the Library: Ms. Begraft provided her report from the Friends meeting. Shred it Day is scheduled for April 21. The Friends are working on other fundraising ideas as well as increasing membership.

A question was raised about possible confusion distinguishing between the Friends and the Foundation. There was a discussion about the roles of the two groups.

The Friends could be asked to assist with a shelf reading; they have in the past volunteered to help with this sort of project.

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: December 13, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & Bylaws – It is time for the three-year review of the Policy Manual.

Building & Grounds

- Roof coils – So far so good although the coils have not yet experienced the sort of weather conditions that will truly put them to the test. However, there appears to be runoff from the roof draining near the ramp.
- Heating – There are continuing issues with the new thermostats and temperature regulation, which was not a problem with the old thermostats. Ms. Begraft and staff are continuing to work with the contractor.

- Furnace – Ms. Begraft and Ms. Klawitter plan to meet regarding future furnace repairs.

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – no report

Nomination – no report

Marketing and Public Relations – no report

Ms. Klawitter suggested the Library have a write up in the Long Hill Ledger, the quarterly newsletter mailed out by the Township.

VI Old Business

- **Resolution to Approve the Budget for 2018** – There are some budget items that still need clarification from the Township. The resolution to approve the budget will be carried to the next meeting.
- **MAIN Membership Agreement for 2018** – Ms. Kosempel made a motion to accept the MAIN Membership Agreement for 2018. The motion was seconded by Ms. DeBiasse and passed unanimously by the Board.

VII New Business

- **Voting on the 2018 Annual Resolutions** – Ms. Semper made a motion that the Board accept the 2018 Annual Resolutions as presented in the packet. The motion was seconded by Ms. Askey and was passed unanimously by the Board.
- We will follow up on Library business hours for the Wednesday afternoon before Thanksgiving.
- Ms. Mayer provided the dates for the Stirling Street fair (April 22) and Millington Downtown Day (Sept. 30).
- There will be a Library Law Forum with Michael Cerone at the Randolph Library on the evening of April 9. Ms. Begraft encouraged trustees to attend.

- Ms. Askey thanked Ms. Begraft for her additional work running the Children's programs. The kids enjoyed Thursday's story and craft with Ms. Lyn; several caregivers even braved the snow this morning for baby rhyme time.

VIII Public Comments

No comments.

IX Adjournment

On a motion by Ms. Mayer, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 8:53 pm.

Respectfully Submitted,

Joanna Askey
Secretary