

**Long Hill Township Public Library
Board of Trustees Meeting
January 16, 2019**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:47 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Joanna Askey	Jonathan Kelly
Lynette Schneider	Sally Semper	Nancy Burnnett

Excused: Izzy DeBiasse Mary Mayer

Also present:

Lyn Begraft, Library Director
Lisa Butler, member of the public
Carol Prasa, member of the public
Fred Rossi, member of the public

II Pledge of Allegiance

President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Ms. Semper read the statement of compliance with the Sunshine Law.

The security camera system is up and running. Ms. Begraft gave Board Members a brief tour of the installation.

IV Presentation by the Long Hill Historic Preservation Advisory Committee

Carol Prasa, member of HPAC, attended to discuss archival document storage at the Library. After providing a brief history of HPAC, Ms. Prasa requested the Library display and store various documents currently held by individuals and estates, including files on historic homes and a set of documents collected by Renee Phelan. She also requested space for a collection of local history books selected by HPAC. Board members had questions regarding digitization and cataloging, staffing, volume of documents and their nature (i.e. primary sources versus research papers and notes), electronic storage, public access and funding.

The Board thanked Ms. Prasa and Mr. Rossi for coming in and at this point Ms. Prasa and Mr. Rossi left the meeting. After a discussion about next steps, Mr. Kelly and Ms. Burnnett volunteered to create a subcommittee to focus on the related requests from both the Long Hill Historical Society and HPAC so that we can move forward efficiently.

V **President's Remarks**

Ms. Semper welcomed everyone back and thanked Mr. Kelly and Ms. Kosempel who have been sworn in for another term. The 2019 Committee assignments were circulated. Ms. Semper suggested that Board members take turns attending the monthly Library Foundation meetings.

VI **Consent Agenda**

Director's Report:

In addition to her written report:

Public notice of the security camera system will be posted. The administration manual will need to be updated to include a security camera policy.

Ms. Begraft has received additional budget information from the Township: health insurance costs will rise by approximately \$15,000 and pension costs by approximately \$12,000. The finance committee will be meeting to work on the 2019 budget.

Staff departures were briefly discussed, several recent departures are a result of individual circumstances.

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 12, 2019 Regular Meeting.

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

VII **Committee Reports**

Administrative Policy Manual & Bylaws – no report

Building & Grounds – no report

Finance – There is no budget deficit for 2018. This is a result of the change in staffing for the youth services coordinator position.

Technology – no report

Strategic Plan –no report

Personnel –It was confirmed that the previously approved sick pay revisions to the Personnel Manual comply with New Jersey law.

The Board discussed the following proposed changes to the Manual: (a) Tuition reimbursement has been removed; (b) revisions were made to the compensatory time policy.

Ms. Kosempel made a motion to approve the revisions to the Personnel Manual. The motion was seconded by Ms. Semper and approved unanimously.

Nomination – no report

VIII New Business

- **Voting on 2019 Annual Resolutions**

Ms. Burtnett made a motion to approve the 2019 Annual Resolutions as presented in the packet. Mr. Kelly seconded the motion which was approved unanimously.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Semper, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 9:29 p.m.

Respectfully Submitted,

Joanna Askey
Secretary