

**Long Hill Township Public Library  
Board of Trustees Meeting  
June 21, 2017**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:31 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Joan Donahue	Pam Klawitter	Suzanne Kosempel
Mary Mayer	Lynette Schneider	Sally Semper	

Absent: Phyllis Clemson

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**

President Donahue thanked the board members who assumed her duties at the May Board meeting. Ms. Donahue noted that all board members should have submitted their Financial Disclosure forms by the end of May. She reminded the Board that there will be no board meeting in July.

**IV Consent Agenda**

***Director's Report***

In addition to her written report:

- Ms. Begraft reported that at the recent Circulation staff meeting, housekeeping items were reviewed, and details about the Summer program were discussed. She noted that one of the Library's Pages, Gabby Pecoraro, will be graduating from high school and her position will need to be filled.
- The annual audit should be ready in August.
- On-line banking is being discussed, and Ms. Donahue is determining what remains to be done to close-out the M&T account.
- Patrick Golden inquired if the Library would be interested in an 80 in. monitor, which could be donated from Chubb in Warren. It could be used for video-conferencing. Library staff is looking into what it would take to make this functional at the Library.

### ***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 17, 2017 Regular Meeting

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

## **V      Committee Reports**

***Administrative Policy Manual & ByLaws*** – no report

### ***Building & Grounds***

- Ms. Begraft spoke to township officials about the energy audit. They are looking into the status of the town's energy audit.
- The Library's new phone system will be installed in mid-July.
- We are awaiting more bids on the roof work (i.e. heating coils)

***Finance*** – Ms. Donahue reported that in order to close-out the M&T account, two of the previous "signers" need to be present.

***Technology*** – The committee would like to order new computers/equipment as part of the MAIN "group purchase". New LEAP software will allow us to remotely (via laptop) sign-up people for Library cards, and will be helpful in collection development.

***Strategic Plan*** – no report

***Personnel*** – no report

## **VI      Old Business**

- **Strategic Plan**- Currently, some of the photos in the Plan are being updated.

## **VII      New Business**

- **Trustee Meetings** – The 2018 meeting schedule has been updated. The November meeting had been scheduled on the day prior to Thanksgiving. It has been moved back one week to 11/14/18. Ms. Mayer made a motion to approve the 2018 Board Meeting schedule, as amended. The motion was seconded by Ms. Klawitter and was unanimously approved.

- **Resolution 2017-10: Approval of Restricted Technology Fund Expense**

After discussion, the Resolution was amended to reflect an expenditure of up to \$7,000 for the purchase of the following new equipment in June 2017: 7 desktop computers, 2 laptops, 1 printer, and 2 docking stations. On a motion by Ms. Kosempel, seconded by Ms. Burtnett, the motion was unanimously approved.

- **Request for early closure – July 3, 2017** Due to the anticipated light usage of the Library on the evening of July 3, Ms. Begraft requested that the Library close at 4:30pm, instead of the regular hour of 9pm. This request was approved by the Board, noting that the Township Building would also be closing at 4:30pm on July 3.

### **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 8:09 pm.

Sally Semper, Secretary