

**Long Hill Township Public Library
Board of Trustees Meeting
May 18, 2016**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:29 pm by Board President, Joan Donahue.

In Attendance:

| | | | |
|----------------|-------------------|--------------|---------------|
| Nancy Burtnett | Phyllis Clemson | Joan Donahue | Pam Klawitter |
| Mary Mayer | Lynette Schneider | Sally Semper | |

Absent: Susan Gard, Matthew Laubscher

Also present:

Lyn Begraft, Library Director
Arlene Most, Library Foundation President

II Open Meeting Compliance Statement

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

III President's Remarks

President Donahue expressed her appreciation for the trustees who responded to the request for committee volunteers. She thanked the Friends of the Library for all of the time and energy they put into making their Book Sale such a success. Their efforts are very much appreciated by the Board. Ms. Donahue reported that the Foundation is working on a marketing plan. They are investigating how to reach out to current and potential donors, as well as determining what informational materials should be provided to these individuals. President Donahue noted that the Foundation has a new volunteer – a college student who is a marketing/design major, who will be helping in this endeavor. The Board was urged to think of members of the public with marketing experience who might also be interested in assisting the Foundation. Ms. Most reported that Andrea Adams has joined the Foundation.

IV Consent Agenda

Director's Report

In addition to her written report:

- Director Begraft noted that she will be a judge for the 4th Grade spelling bee, held at Millington School in June.

- Trustees were reminded that the Board needs to complete 7 hours of trustee training (collectively) per year. Ms. Mayer has already completed several hours of training. There will be a trustee training day held in September, in East Windsor, NJ, and the Library has one free spot available for our trustees. Additional trustees will be able to attend for a fee.
- Ms. Begraft and Ms. Mayer are working on a Building & Grounds report.
- Director Begraft and Children’s Librarian Meaghan Darling attended a workshop in Philadelphia. The workshop provided ideas on how to use and repurpose spaces within the Library. A goal is to encourage the movement of patrons throughout the entire Library, “discovering” all that it has to offer. Patron feedback will play a role in this process.

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:

April 20, 2016 Regular Meeting

On a motion by Ms. Mayer, seconded by Ms. Burtnett, the Consent Agenda was unanimously accepted.

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds

- Ms. Mayer reported that all of the quotes for repairing the roof to fix the ice dam problem involved re-pitching the gutters. Based on a timeline of repairs provided by Ms. Luderitz, the committee could see that re-pitching the gutters does not solve the problem. The committee has decided not to proceed with any of the quotes or with the FEMA claim.
- A discussion with Tony from Regency Landscape highlighted some issues concerning snow removal at the Library. There is liability to consider because the Library is a public place. There could be legal/insurance requirements if volunteers or Library employees cleared the walkways of snow. A snow removal contract would not eliminate the issue of ice on the walkways.
- Ms. Mayer and Ms. Luderitz will be inspecting the attic space with a representative from Paulsen Insulation. They will try to determine if improper insulation and roof venting is the root cause of the ice damming problem, and see what the representative recommends to resolve it.
- The Library will be joining with the Township to have the building’s windows washed, inside and out, which will cost approximately \$900.
- The repair to the Meeting Room wall will be postponed until after the thermostat is changed.

Finance – Ms. Clemson reported that on May 5th, along with Director Begraft, she visited all of the banks where the Library has accounts or CD’s. Paperwork required by

these banks has been completed for authorized signatures, with the exception of Ms. Semper.

Marketing – The Board briefly revisited the idea of having a sign in front of the Library, visible from Valley Road, and discussed the pros and cons of such a sign. The initial cost, ongoing maintenance, and finding a placement location with high visibility were concerns. It was suggested that a much smaller sign, noting only the Library’s location and not events, might be an option. A sign of that type would be economical and still help direct patrons to the Library.

Personnel – Director Begraft notified the Board that circulation assistant Gina Modero has resigned in order to attend college in NYC. She will be leaving in June and the job opening will be posted.

Technology – The order has been placed for the 6 new PC’s.

VI Old Business

- **Friends Book Sale** – The Board noted how well run and organized the Friends’ book sale was, and deemed it a fantastic success. Thanks to all who volunteered their time to make it happen.
- **Stirling Street Fair** - Ms. Burtnett reported that the street fair was well attended, and 75 children participated in the guessing game, producing 6 winners. She thanked the Director, trustees and volunteers for their help at the Library’s booth, and for transporting items to and from the Library.
- **Board Committees**- Ms. Semper requested another volunteer for the Personnel Committee.

VII New Business

- The Master Plan workshop: the use of our building had been requested for this event, during hours when the Library is not regularly open. The Master Plan Workshop may be cancelled.

VIII Public Comments

- Ms. Klawitter asked whether we have signage in the Library, as noted in NJSA 2C:20-12 to 15; NJSA 2A: 43A-1, to alert patrons that State Law prohibits the theft or vandalism of library property. A small sign may be added to the hallway bulletin board with this notation.

IX Adjournment

On a motion by Ms. Burtnett, seconded by Ms. Schneider, and approved unanimously, the meeting was adjourned at 8:24 pm.

Sally Semper, Secretary