

**Long Hill Township Public Library
Board of Trustees Meeting
March 15, 2017**

I Call to Order

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

In Attendance:

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

Absent: Suzanne Kosempel, Matthew Laubscher

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 commended the Director and staff on the creativity that is being used to reorganize the Library's layout, at no extra cost, for the patrons' benefit. She drew particular attention to the recently rearranged Large Print area, Children's area, and the new "lap-top bar" in the Teen section. President Donahue congratulated Hackettstown Library on joining MAIN. She thanked Children's Librarian, Meghan Darling, for all of the hours she has donated to Library-related activities, outside of normal "work hours". Ms. Donahue appreciated the information Ms. Luderitz provided in her monthly report regarding the purchase of new books for the Library. Ms. Donahue and the board members expressed appreciation for Circulation staff member Janet Foley's years of service to the Library.

Ms. Clemson urged the board members to attend the Babe Didrikson performance that will take place on April 1, 2017 at the Library.

Board members indicated that they like the new WOWbrary emails, which notify patrons of the Library's new materials.

The board briefly discussed ways to let the public know when the Library will have a delayed opening, in addition to using Facebook.

Ms. Burtnett suggested the addition of a new 2018 Resolution, allowing the township to use the Community Room as a "warming center" when the Library itself is closed.

IV Consent Agenda

Director's Report

In addition to her written report:

Ms. Begraft noted that the State Report was completed and submitted earlier this week. The report will be presented to the trustees at the April board meeting.

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:

February 15, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds - In advance of recent bad weather, the staff protected areas of the Library that have leaked during prior storms. After the most recent snow storm there were roof leaks, again. Ms. Luderitz has contacted a roofer who will come to inspect the situation after the snow melts. The roof does not leak during heavy rain, so it seems to be a "melting" issue, which is getting progressively worse.

Finance – no report

Technology – no report

Strategic Plan – Ms. Donahue reported that the committee is continuing to review and update the Strategic plan.

Personnel – no report

VI Old Business - none

VII New Business

- **Hackettstown Public Library** – Lyn and an additional board member are invited to an event on April 10, 2017, celebrating Hackettstown Library joining MAIN. Hackettstown Library is the first library to join MAIN in the past 20 years.

- **Stirling Street Fair** – The fair will be held on Sunday, April 23, 2017. Ms. Burtnett circulated a sign-up sheet for volunteers to staff the Library’s table at the fair. Tasks and items needed for the day were reviewed. Ms. Darling and Ms. Begraft are brainstorming ideas for kids’ games and activities that could be part of the Library’s booth, such as a storybook character or a craft. Ms. Mayer noted that on October 1, 2017 there will be a Millington Downtown Day.
- **Proposal for Door Installation** – The board reviewed the proposal for the installation of waist-high swinging doors on the left and right sides of the Circulation desk, and on either side of the Children’s Librarian’s desk. The board members and Director Begraft took a short tour of the Library to see where the doors would be installed. In addition, they viewed the sections of the Library that have been rearranged, as well as the water/leakage damage in the Community room. Ms. Mayer made a motion to approve Frank Dill’s bid of \$1,525 for six doors, to be installed per the staff’s request at the Circulation Desk and the Children’s Librarian’s desk. The motion was seconded by Ms. Klawitter and was unanimously approved.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Clemson, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 8:37 pm.

Sally Semper, Secretary