

**Long Hill Township Public Library
Board of Trustees Meeting
May 17, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:30 pm by Board Vice-President, Nancy Burtnett.

In Attendance:

Nancy Burtnett	Phyllis Clemson	Pam Klawitter	Suzanne Kosempel
Mary Mayer	Lynette Schneider	Sally Semper	

Absent: Joan Donahue

Also present:

Lyn Begraft, Library Director

II Open Meeting Compliance Statement

Vice-President Nancy Burtnett read the statement of compliance with the Sunshine Law.

III Executive Session

On a motion by Ms. Schneider, seconded by Ms. Semper, the Board went into Executive Session at 7:38pm to discuss the Library Director's Evaluation. On a motion by Ms. Burtnett, seconded by Ms. Schneider, the Board returned from Executive Session at 8:05pm.

IV President's Remarks

There were no remarks from the Vice-President.

V Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft reported that we are waiting to find out from the Township CFO what the Library's portion of the new phone system's cost will be. This is part of the Township's capital improvement plan.
- It was noted that the Township gave the Library \$23,000 in supplemental appropriations for our energy audit expenses.
- The 2016 annual audit took place on May 23, 2017, and was conducted by Ferraioli, Cerulli and Cuvo.

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 19, 2017 Regular Meeting

Ms. Mayer made a motion to accept the Consent Agenda. The motion was seconded by Ms. Kosempel and was unanimously approved.

VI Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds

- The town's structural engineer visited and inspected the roof. It was concluded that the snow guards in place may actually be hurting our situation, instead of helping.
- We are still in a holding pattern with the Township regarding the energy audit.
- The Library's AC units will be assessed prior to the summer.
- We will need the roofing companies that gave us roof repair estimates to provide new quotes, making sure they are using the same scope of work. The current quotes differ so significantly that it is clear they are not estimating the same degree of work.

Finance – The committee is exploring the possibility of using on-line banking at Investors Bank. All payments would still need to be Board approved.

Technology – no report

Strategic Plan – no report

Personnel – no report

VII Old Business

- **Financial Disclosure Forms-** Board members were reminded to complete this online form by May 30, 2017.
- **Resolution 2017-04: Designating Authorized signatures for Bank Accounts** – Ms. Kosempel made a motion to accept the revised Resolution 2017-04. The motion was seconded by Ms. Schneider and was unanimously approved.

VIII New Business

- **Foundation Meeting** – The Foundation would like to have its own web page.
- **AAUW Gift** – Director Begraft reported that the Library has received a \$500 gift from AAUW, the American Association of University Women.

- **Millington Street Fair** – Board members were asked to mark their calendars for the Millington Street Fair which is scheduled for October 15, 2017.

IX Public Comments

- No comments.

X Adjournment

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

Sally Semper, Secretary