

**Long Hill Township Public Library  
Board of Trustees Meeting  
January 18, 2023**

**VIA ZOOM**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:41 p.m. by Board President, Suzanne Kosempel.

**Roll Call**

**Present:** Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Angela Cuonzo, Julie Mazur, Karen Remington, William Menard. **Also present:** Marygrace Luderitz, Library Director; Kate Balboni, Library Foundation Representative.

Excused: Shannon Butler

**II Pledge of Allegiance**

President Suzanne Kosempel led the Flag Salute.

**III Open Meeting Compliance Statement**

Ms. Kosempel read the statement of compliance with the Sunshine Law including new wording for zoom meetings. *"Pursuant to the Open Public Meetings Act, notice of the meeting has been given to the Echoes Sentinel and The Daily Record, posted on the Long Hill Township Library Website, posted on the front door of the Library and filed with the Long Hill Township Clerk. The public may participate in this meeting only during the public portion, which takes place at the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement."*

**IV President's Remarks**

Ms. Kosempel welcomed Mr. Menard to the Board.

Ms. Kosempel expressed how great the painting looks throughout the Library and again thanked the staff for all of their efforts.

Ms. Kosempel mentioned looking forward to the Strategic Plan this year and also the Fine Free pilot beginning this month.

**V Consent Agenda**

***Director's Report***

***In addition to written report:***

Ms. Luderitz noted a correction the Board Packet. While the Children's Librarian was out sick in December, there were still many programs and activities offered. Ms. Cuonzo also noted a correction in the packet that she was also present at the December check signing.

***Treasurer's Report***

Bill List

Operating Income/Expense Report

***Acceptance of the Minutes from the following meeting:***

December 14, 2022 Regular Meeting and Executive Session.

Ms. Kosempel made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved with Mr. Menard abstaining on the minutes.

**VI Committee Reports**

***Administrative Policy Manual and Bylaws-***

The Manual has been updated with the Finance Section next to update. Ms. Askey reports she will send the Finance Committee the Finance Section to review and provide feedback.

***Strategic Plan- Vendor Comparison Bids***

Ms. Luderitz is waiting on the 4<sup>th</sup> Vendor Bid. We will revisit the Comparison of the bids once all are received.

***Finance-*** See Investors Bank under New Business

***Personnel-***

Committee met with Ms. Luderitz to go over her review and set up goals. Job descriptions will be reviewed on a 3 year cycle.

**VII Old Business**

- **Painting:** Library painting has been completed with positive feedback from patrons.
- **Book Drops:** The company will pick up the book drops most likely next week to work on cleaning and wrapping them. There will be notification to the public when the book drops will be gone for two days.

## VIII New Business

- **Voting on 2023 Annual Resolutions:** Ms. Kosempel made a motion to approve the 2023 Annual Resolutions (2023-01 through 2023-07) as presented in the packet. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes, Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes, Ms. Remington, Yes, Mr. Menard, Yes. The motion was unanimously approved.
- **Extending Library hours:** There was a discussion that there are a minimum number of hours mandated by the state for the Library to be open which had been waived during COVID. Ms. Luderitz states for 2023, the hours are effective again. The Library will be required to be open 3 nights per week until 8pm. Beginning February 1, hours will be extended on Monday-Wednesday until 8pm.
- **Investors Bank:** The bank is transitioning to Citizens and some changes related to the transition may occur and signatory sheets will need to be signed by appropriate Board members.
- **2023 Library Board Committees List:** Ms. Kosempel emailed a list of updated Committees.

## .IX Public Comments

Ms. Balboni stated the Annual Appeal will continue until the end of March. They have raised \$24,500 so far. The Board expressed continued appreciation to the partnership and support from the Foundation.

## X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:28 p.m.

Respectfully Submitted,  
Lisa Butler  
Secretary