

**Long Hill Township Public Library  
Board of Trustees Meeting  
January 19, 2022**

**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, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo, Joanne Lavender, Shannon Butler. **Also present:** Marygrace Luderitz, Library Director; Claudia Mott, Library Foundation Representative

**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 commended Ms. Luderitz and the Library staff for all of their flexibility during COVID. She especially noted Ms. Buban switching the children's programs to take home projects when the Covid cases were rising, Ms. Ashbrook's creativity in the Around the World Project, and the availability of curbside pick up when patrons are not comfortable coming into the Library.

Ms. Kosempel noted she sent the Board a current list of all Committee members. In addition, a current list of all members' addresses was sent and all corrections should be sent back to Ms. Kosempel who will forward it to the Township.

## V Consent Agenda

### *Director's Report*

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

Ms. Ludertiz gave an update that the electrician was there today to replace light bulbs and broken valence. She also states the plumber will come next week to fix the leaking toilet and faucets.

Ms. Luderitz spoke about the switch from Cloud Library to Libby. She reviewed some information about the new program and that it integrates products to offer many services and seems user-friendly.

Ms. Luderitz also reports Ms. Ashbrook successfully secured a grant for Makers Day for the knitters to offer to teach others how to knit.

Ms. Luderitz updated the Board that the Library had an emergency closing Monday. While water maintenance was being done, the water in the building had been turned off. Therefore, it was decided the Library would close at 12:30.

### *Treasurer's Report*

Bill List	Librarian's Discretionary and Petty Cash Report
Profit and Loss	YTD Spent vs Annual Budget

Ms. Luderitz reports she is still receiving some 2021 bills so the bottom line on the report may change as those bills are paid.

There was a question on the Budget about the AUW grant as this is typically \$500/year. During discussion, it was stated the 2020 check was delivered (late) in 2021 and put into the "gifts unrestricted" line. In addition, a question was raised regarding the Family Promise monies showing on the Check/Bill list. It was discussed that the account was used to cash the donation checks which in turn was used to purchase Amazon gifts for the Family Promise project.

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

December 15, 2021 Regular Meeting. Ms. Semper made a motion to accept the Consent Agenda with clarification on the financial reports and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved with Ms. S. Butler and Ms. Lavender abstaining.

## VI Committee Reports

### *Administrative Policy Manual and Bylaws –*

- The Committee will work on updating the Trustees and Finance Section.

### *Building and Grounds –*

- Ms. Luderitz reports the furnaces are still cold and she is awaiting the HVAC workers to come with new sensors.

### *Finance –*

- Since there was not a motion and vote last meeting for the 2<sup>nd</sup> bill signing, the bills were held until approval this month.

### *Personnel –*

- See New Business

## VII Old Business

- **Resolution 2022-10 Tech Fund Expense for Additional Security Cameras.**  
Discussion regarding having security cameras put into the Atrium to provide additional security for the Library. These cameras would allow the Library to have immediate access to security footage of the Atrium as the current cameras in the Atrium belong to the Township. There was discussion evaluating the need for these cameras and placement. Ms. L. Butler made a motion to approve Resolution 2022-10 to authorize up to \$2250 to be authorized from the Tech Fund to purchase the additional security cameras. Ms. Askey seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, No; Ms. Semper, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was approved with a vote of 8-1.
- Ms. S. Butler gave an update on happenings in the schools. She also offered to share the information on the Library's new on-line services (Libby) with the staff at the schools to present and use with their students.

## VIII New Business

- **Voting on 2022 Annual Resolutions:** Ms. Kosempel made a motion to approve the 2022 Annual Resolutions as presented in the packet. (2022-01 through 2022-07). Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved.

- **Resolution 2022-08 Salaries and Wages for 2022 (Effective January 1-June 30, 2022):** Ms. Semper made a motion to approve Resolution 2022-08 Approving the increase in salary for Director and Librarian to meet the 2021 NJLA Minimum Salary Recommendation as previously approved. This was delayed due to the NJLA Salary list being published late in 2021. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved.
- **Resolution 2022-09 Director and Librarian Salary Adjustment:** Ms. Semper made a motion to compensate the Director and Librarian in a lump sum payment for the 2021 underpayment due to the NJLA salary increases being published late in 2021. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved.

## **IX Public Comments**

Ms. Mott reports The Foundation's 2022 Annual Appeal continues to be well ahead of their target. They presented a check to the Library this week and the Library thanked them for their contribution. Ms. Mott commended the Library for their creativity and flexibility especially over the last 2 years.

## **X Adjournment**

On motion by Ms. Kosempel, seconded by Ms. Mayer and approved unanimously, the meeting was adjourned at 9:02 p.m.

Respectfully Submitted,  
 Lisa Butler  
 Secretary