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Long Hill Township Public Library

Board of Trustees Meeting

January 20, 2021

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 7:39 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Mary Mayer, Jonathan Kelly, Michael Vitarello, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Interim Director; Joan Fronapfel, 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. Electronic notice of the meeting has been provided.

IV President's Remarks

Ms. Kosempel thanked the new and continuing Board members for serving on the Board. Ms. Kosempel on behalf of the Board thanked the staff for getting us through a challenging year and helping the community during these challenges. In addition, Ms. Kosempel, on behalf of the Board thanked Ms. Luderitz for her assistance in helping us carry out the year and her flexibility

and dedication. In addition, Ms. Kosempel offered Congratulations to Jessica Buban on completing her Master of Information.

Ms. Kosempel also thanked Ms. Semper for her leadership as President of the Board for the past 3 years.

Ms. Kosempel also extended the Board's thanks to the Foundation for their hard work and to donors for their generosity in surpassing their 2020 goal.

V Consent Agenda

Treasurer's Report

Bill List Librarian's Discretionary and Petty Cash Report
Profit and Loss Balance Sheets

Acceptance of the Minutes from the following meetings:

December 16, 2020 Regular Meeting and Executive Session. Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Mazur, Yes. Abstain: Mr. Kelly, Ms. Cuonzo, Mr. Vitarello.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee will be coordinating with Ms. Luderitz regarding the emergency manual and will be working on revising and updating the Admin. manual.

Building & Grounds –The following matters were discussed:

- **HVAC:** Ms. Luderitz provided an update regarding the Furnace which heats the Adult area. This furnace has been determined unable to be fixed. She has forwarded the estimate from TLP to Town Hall and is awaiting their response.
- **Falcon Group:** Ms. Ludertiz will be coordinating a meeting with interested Board members and the Falcon Group to go over the Capital Reserve Fund Analysis Report.

Finance –

- **Review of 2020 Budget:** Good news! Due to Township Funding and the Friends and Foundation providing Funding, the Library will end up under budget for 2020.
- **2021 Preliminary Budget:** Ms. Luderitz presented the preliminary budget to the town and requested an additional Township appropriation of \$49,942 in addition to the millage. Included in that is \$2,542 to replace two electric water heaters and faucets, \$8,400 to replace two outside condenser units, and \$9,750 for Capital Maintenance for the furnace. We will await a response from the town for this request.
- **Reserve Accounts:** The Finance Committee is continuing its analysis of the reserve funds. They are continuing to look at the restricted funds being allocated between separate checking accounts. An additional account will be set up to hold unrestricted reserve funds. The Admin manual and financial reports will need to be revised to reflect these changes. The expenditures over the past 10 years are being reviewed and bank options will be looked at to make these funds more manageable.

Personnel –

- **Labor attorney/employment agreement:** Ms. Kosempel sent the agreement to Mr. Plosia and he is reviewing it and will return to us.

VII Old Business

- **MAIN Agreement:** Ms. Luderitz reports it was paid with this month's bills. It did not increase and stayed the same at \$18,000.

VIII New Business

- **Voting on 2021 Annual Resolutions:**

Ms. Semper made a motion to approve the 2021 Annual Resolutions as presented in the packet. Ms. Mazur seconded the motion. Roll Call Vote: Ms. Semper, Yes; Ms. Mayer, Yes; Ms. Askey, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms. Butler, Yes; Ms. Mazur, Yes; Mr. Vitarello, Yes; Ms. Kosempel, Yes.

- **Committee Assignments:**

Reviewed list of committee assignments and Board Members are to think about who would like to volunteer to be the MUF representative.

- **Fines: Waiving through April:**

Ms. Luderitz discussed the possibility of waiving all fines through April. All MAIN libraries had fines waived through the end of last year. This year, libraries are able to individualize how they handle it. Ms. Luderitz discussed the fines currently cause a lot of confusion and staff time. She states while we budgeted for \$5,000, in 2020, we collected about \$2300 in fines and lost books and believes auto-renewal will decrease these numbers. The Board unanimously agreed to waive fines through April and revisit it at that time.

- **Return to 30 min limit for in library patron time:**

Ms. Luderitz stated that due to increasing COVID numbers, the staff has expressed health and safety concerns and requested that the current 60 minute time limit be decreased to 30 minutes as it was when the Library reopened. The Board unanimously agreed to return to the 30 minute limit and revisit this in the Spring.

- **Furnace #2 Replacement:**

Ms. Luderitz has provided the estimate from TLP to Town Hall. Ms. Luderitz will follow up with Town Hall to see if we could get this furnace replaced.

- **Tablet Tables for the Children's Area:**

The Mom's Club would like to make a donation to the Children's area and are considering tablet tables with touch-screen tablets for kids to use. As we get updates, we will discuss further.

- **Patio furniture for Plaza:**

Ms. Luderitz will be looking into options for utilizing the outdoor space in front of the library. There was also a brief discussion of the idea of a book path at Kantor Park.

- **School Report:**

Mr. Vitarello provided some school updates. The School District did get all new Chromebooks and are working on distributing these. The re-opening committees are looking at how to safely expand in person learning. Special Ed and ELA are attending 5x/week. The other grades have added alternate Wednesdays. The Middle School is looking at internal sports clinics at Central. He discussed the challenges to both staff and students and stated all are doing their best. There was discussion of Ms. Buban and the school communicating to coordinate books for the Summer reading program.

IX Public Comments

Ms. Fronapfel, Library Foundation Representative reports she is happy to see the information about library programs advertised in the Echoes. She also reported the Foundation has exceeded their Fundraising goal. As of their 1/8/21 meeting, their total donations were \$24,00.

X Executive Session

Ms. Askey made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss the following personnel matters: Library Director position. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists.

The motion was seconded by Ms. Butler and unanimously approved.

The Board entered Executive Session at 8:52 p.m. and returned from Executive Session at 9:19 p.m. to resume the open public meeting.

XI **Adjournment**

On motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 9:21 p.m.

Respectfully Submitted,

Lisa Butler

Secretary