

**Long Hill Township Public Library
Board of Trustees Meeting
October 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 7:32 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Shannon Butler, Karen Remington, Emily Chen. **Also present:** Marygrace Luderitz, Library Director; Alberta Ashbrook, Assistant Library Director; Tom Parziale, 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 commented on the great news that the millage numbers for 2024 are up \$30,000.

Ms. Kosempel noted the staff had a great training which Ms. Luderitz and Ms. Ashbrook arranged with the Glen Ridge Library regarding book challenges.

Ms. Kosempel also noted the great retirement celebration for Clarissa Wagner after 21 years of Service and read the thank you note from Ms. Wagner to the Board.

Ms. Kosempel recognized the continued wonderful programming and great outreaches. In addition, a warm welcome was extended to Marie Salthouse in her new position and the three new staff members. The photos of the new staff in the Board packet were very helpful.

Ms. Kosempel discussed Ms. Luderitz's retirement announcement effective in December. She was thanked for her dedication to the Library, and especially for coming out of retirement to lead the Library forward in its mission. We welcome Ms. Ashbrook in moving into the Interim Director position.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Ashbrook and Ms. Luderitz will interview a candidate Friday for the open position.

Ms. Luderitz mentioned the woman who discussed Book Banning from the Glen Ridge Library had some good ideas that she suggests for the Reconsideration Policy. She will send these to Ms. Askey who will present the changes for next month.

Ms. Luderitz stated she will make some minor changes to the Personnel Manual to clarify who is considered the "person in charge" during staff shifts.

Ms. Luderitz also reports the newly promoted staff to the Head of Patron Services position is transitioning very well.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was a discussion to clarify a few items in the Treasurer's report including that the State Aid has not arrived yet and therefore is not yet on the report. In addition, clarification regarding understanding Fine monies.

Acceptance of the Minutes from the following meeting:

September 20, 2023 Regular Meeting and Executive Session.

Ms. Mazur made a motion to accept the Consent Agenda and the motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved with typos in the minutes amended.

VI Committee Reports

Administrative Policy – Ms. Luderitz plans to have revisions on the remaining sections for next meeting.

Strategic Plan- Ms. Luderitz outlined the timeline in the Board Packet.

Building and Grounds- Ms. Luderitz updated that the Town gave us \$20,000 Capital monies to replace 2 furnaces. However, the quote for Furnace #3 is \$15,000. The Town agreed the \$5,000 will go towards the bottle filling station.

Finance- There will be a Finance Committee Meeting scheduled in the next few weeks.

Technology- The new computers are here and IT will come tomorrow to finish.

VII Old Business

- **Shred-it-day:** The Friends' Shred-it-day Fundraiser will be Saturday November 11 from 10am-2pm.
- **Halloween Parade:** Sunday 10/22 Ms. Ashbrook and Ms. Buban will represent the Library at the Halloween Parade.

VIII New Business

- **Approval of 2022 Audit:** Ms. Cuonzo emailed the audit to all Board Members. She summarized that there were no violations found, and the Library is found to be in compliance with all policies and requirements. She noted her and Ms. Remington's term dates were reversed in the report, and this will be corrected. Ms. Cuonzo made a motion to approve the 2022 Audit and this was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **2024 Holiday Schedule:** Discussed the Holiday Schedule as amended to switch Good Friday for MLK. It was recommended to leave the wording for Columbus Day along with Indigenous Peoples Day/Staff Development Day. Ms. L. Butler made a motion to approve the 2024 Holiday Schedule with addition of the title Columbus Day. Ms. Remington seconded this motion. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

- **Social Media Policy:** Ms. Askey presented a draft Social Media policy. Upon discussion, it was discussed to make a minor change in wording in the last paragraph. Ms. Askey made a motion to approve the Social Media Policy with the minor change in wording. 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. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Fine-Free Policy and 2024 Fee Schedule:** There was a discussion about the Fee Schedule and how it compares to the previous schedule. Ms. Luderitz reports most are the same or increased by fifty cents. Ms. Kosempel made a motion to approve the 2024 Fee Schedule and to make Reolution 2022-19 (Fine Free) permanent. The motion was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **School Updates:** Ms. S. Butler reports the teachers received training on The Science of Reading and the district is remapping the curriculum for reading and writing to ensure they are meeting the needs of the district.

IX Public Comments

Mr. Parziale gave positive feedback to the Library and the Board for all the discussion and ideas that are current and relevant. He reports the Foundation completed their annual appeal letter and plan to send them out after Election Day with a goal of \$24,000.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:31 p.m.

Respectfully Submitted,
Lisa Butler
Secretary