

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

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Angela Cuonzo, Julie Mazur, Shannon Butler, Joanne Lavender, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Kimberly Celeste, 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 thanked Ms. Buban and Ms. Ashbrook for representing the Library at the school's back to school nights.

Ms. Kosempel noted that the 2023 increased millage numbers is optimistic news.

Ms. Kosempel reminded Board Members of the 11/15 Trustee Training and reminded the Board Members to let her know if they attended the Trustee Institute training on 10/8 so she can track the hours.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz noted the HVAC company will come tomorrow to do winter maintenance on all 11 furnaces.

Ms. Luderitz updated the Board about the Library painting. She said it will begin after Thanksgiving and will take approximately one week. The Library will remain open and will close some sections as needed. There will be signage in the Library to inform patrons of the upcoming painting.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was a question asked about the Supplemental Appropriation from the Township. The Income/Expense Report indicated \$12,750 was received out of \$57,000 budgeted. In previous years, this Appropriation had been given in a lump sum. Ms. Luderitz reported that the \$12,750 is for the painting and we are still expecting the remainder (including HVAC monies). She will follow up.

There was also a question asked about when the State Aid would come and Ms. Luderitz reports it just came.

Acceptance of the Minutes from the following meeting:

September 21, 2022 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. S. 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; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved.

VI Committee Reports

Strategic Plan –

- Ms. Luderitz is working on getting consultant bids.

Personnel – Director's Review

- Director is due for her Annual Review. All Board Members are asked to complete the review which was sent to them. The committee will compile these for discussion at the November meeting and present to Ms. Luderitz.

Technology –

- Ms. Luderitz reports we have all technology equipment needed for this year and if there is extra money in the budget, she would like to order some of the equipment that will be needed next year. Follow up to be discussed next month.

VII Old Business

- **Fine & Fee Schedule:** Ms. Luderitz included in the Board Packet detailed information about the possibility of going Fine-Free. She also had emailed a video with information to the Board Members. There was a lengthy discussion on this topic including financials. It was discussed that fines are not sustainable income. The information from other Libraries that have gone Fine-Free has demonstrated that once they got rid of fines, there was a greater chance of patrons returning books that they had not returned. There was also discussion regarding waiving only kids fines versus all fines. There would continue to be fines for items such as hotspots, chromebooks, etc. There was also discussion regarding how to get this information out to the public. It was also discussed that it would be beneficial to roll this out in 2023 as a Pilot Program and to evaluate the progress in 6 months. Plan is to have a motion ready for November and vote at that time.
- **Debit Card Policy:** Ms. Luderitz reports the sample debit card policy was reviewed and approved by the auditor and attorney. There was some discussion including changing the title to Debit Card Policy and leaving out “Procurement”. There was also discussion regarding the wording to clearly state it would not exceed \$5,000. Ms. Luderitz will review past expenses to get an estimate of a usual monthly expense for these type of charges. In addition, she will find out if a debit card can be linked to PNC (our discretionary account). We will revisit this topic in the November meeting.

VIII New Business

- **Approval of 2021 Audit:** Ms. Luderitz emailed the audit to all Board Members. She summarized that there were no violations found, the Library is found to be in compliance with all policies and requirements, and all previous recommendations have been followed up on. Ms. Kosempel made a motion to approve the 2021 Audit and this was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved.

- **Resolution 2022-18 Approval of Budget Line Transfer:** Ms. Semper made a motion to transfer funds between lines from over allocated lines to lines where it is needed. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes, Ms. Remington, Yes. The motion was unanimously approved.
- **School Updates:** Ms. S. Butler gave an update on some school projects: 1st grade Team is working on History of Long Hill and is coordinating with the Library to use the Archives. The 2nd grade Team is working on a Pumpkin Character Trait project and has coordinated with Ms. Buban to display some related books for ideas. Ms. Buban also reached out to Ms. S. Butler regarding the upcoming Dinosaur event and Ms. S. Butler was able to coordinate to have it published on the school website and emails. In addition, the Kindergarteners will come to the Library on 11/8.
- **Friends Shred-it Day:** It will be held 11/5. The Library staff will also be at the Town Halloween parade Sunday 10/23.

.IX Public Comments

Ms. Celeste reports the Foundation Annual Appeal letter will be going out shortly.

X Adjournment

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

Respectfully Submitted,
 Lisa Butler
 Secretary