

**Long Hill Township Public Library
Board of Trustees Meeting
October 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 7:38 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Library Director; Claudia Mott, Library Foundation Representative

Excused: Michael Vitarello

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 noted that everyone should have received Mr. Vitarello's emailed update on happenings in the schools.

Ms. Kosempel congratulated all of the staff for the successful Kindergarten visit. They had 90 children from Gillette school attend and sign up for their first library cards. In addition, many parents also signed up for Library cards. She noted the wonderful organization and coordination done prior to the visit to make it run so smoothly. Dr. Mucci, Superintendent of schools, also told the staff how successful she found it. In addition, the staff was noted for their successful Girl Scout programs held at the Library.

Ms. Kosempel stated that the Township Volunteer Dinner will be in person with details to come.

V Consent Agenda

Director's Report

In addition to written report

Ms. Luderitz reports there was an incident this week where after the doors were locked, a few kids were seen going through the doors of the library atrium and exiting the other side. This is of concern as the door should not be able to be opened once locked. There was a discussion of the need to look into replacing the door for safety reasons.

Ms. Luderitz also discussed an email received regarding a patron and her children being asked by staff to wear a mask. This patron states she and her children have a medical exemption, however did not want to provide medical documentation. Upon further discussion with staff, Ms. Luderitz reports the Library will not require medical documentation. She will follow up with the patron.

Ms. Luderitz discussed the Family Promise Holiday Gift Program. Ms. Salthouse and Ms. Luderitz are coordinating this program for the municipality this year. Family Promise has assigned a family to us and Ms. Salthouse and Ms. Luderitz collectively with the municipal staff and Police Department, will raise money to shop for gifts and wrap them and Family Promise volunteers will deliver the gifts. She will give the Board the information on how to donate if they so choose.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting (as amended):

September 15, 2021 Regular Meeting. Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee will begin working on updating the “Trustees” and “Finance” Sections.

Building and Grounds –

- Ms. Luderitz reports she got a 4th quote for painting the interior of the Library. She is finalizing details to make a decision. In addition, there are some details to be worked out prior to the painting (logistics of moving books and furniture, and how the painting and preparation effects scheduling).
- As mentioned above, a new door is needed. In addition to the safety concerns, the sliding door often comes off track and is very weather sensitive and it is pricey to have it fixed. Ms. Luderitz will begin getting prices and see if the town will assist in the purchase.

Personnel –

- Paid time off: In our August meeting, the Revised Paid Time Off Policy for Part Time Employees had been approved. It is being proposed to change the wording of page 11 to reflect the PTO to be earned each pay period (it currently states each second pay period). Ms. Semper made a motion to approve changing the wording on Page 11 to state the Part Time Employees would accrue PTO every pay period. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- It was discussed how the staff is doing with the evening staff doing ILL. Ms. Luderitz reports it is going well and is a big help.

Technology –

- Ms. Luderitz reported the self-checkout that was ordered in May is now estimated for November 29th due to supply chain issues. There was a discussion about the placement of the self-checkout.

VII Old Business

- **B&G Updates:** Already discussed above.
- **2021 Budget:** It is noted that the Health Insurance Budget is currently under budget due to two staff not using the Library's Health Insurance, however if these positions are filled by someone else in the future, the amount will be needed to pay for their insurance. Therefore, these budgeted amounts will remain the same.
- **Halloween Parade table:** The Library handed out lots of prizes and said it was a great success!
- **Friends Fundraiser Shred-it Day is scheduled for Saturday 11/6.**

VIII New Business

- **Extended hours for Friends Fundraiser.** There was a discussion regarding the Family Photo Day Friends Fundraiser scheduled for 11/13-11/14. There is a great response and many slots are full. While the event is outside, access will be needed to the Library for restrooms or in case of inclement weather. Therefore, they will need access to the Library for this event 9-3:30.
- **2022 Proposed Holiday Calendar:** Ms. Luderitz noted that in years that have holidays that fall on a weekend (like this year and next year), there are no floating holidays to compensate the staff. She researched how other libraries handle this and also met with the Personnel Committee to discuss it. The current Personnel manual has 2 floating holidays. This will be amended to make it 4 floating holidays with additional floaters added annually depending on if the holidays fall on a weekend. Ms. Semper made a motion to accept the 2022 Proposed Holiday Closings. Ms. Butler seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **2022 Proposed Budget:** Ms. Luderitz is beginning to work on the budget. This year the millage increased by \$17,000. Ms. Luderitz is looking at the Falcon report and what repairs/maintenance are expected in 2022 to help her with the budget. In addition, it was discussed that in 2022 the pages will not be raised to minimum wage (Libraries are exempt) as maintaining the salary differential would be a big expense.
- **2022 Proposed Fines, Fees, and Loan Periods:** The additional loan apparatus' have been added to the Fee Schedule and the Fees have been updated. There was a discussion to look into how schools are handling damaged chromebooks and if there is any insurance to help financially for those who may not be able to afford replacing these items. Ms. Askey made a motion to accept the 2022 Proposed Fee Schedule. Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

IX Public Comments

Ms. Mott stated the Foundation's 2022 Annual appeal letter is getting finalized and will be sent out shortly. This year, they are trying to involve more businesses in town. She also reports being very happy to hear of the successful Kindergarten visit and success in both kids and parents signing up for new cards. Ms. Mott also asked if Ms. Luderitz will request additional monies from the Township for Capital expenses and materials that will need updating/repair. Ms. Luderitz discussed that she did plan to do so.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Cuonzo and approved unanimously, the meeting was adjourned at 8:46 p.m.

Respectfully Submitted,
Lisa Butler
Secretary