

**Long Hill Township Public Library
Board of Trustees Meeting
October 16, 2019**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:34 p.m. by Board President, Sally Semper.

In Attendance:

Joanna Askey	Jonathan Kelly	
Sally Semper	Nancy Burtnett	Suzanne Kosempel

Also present:

Lyn Begraft, Library Director
Marygrace Luderitz, Assistant Library Director
Caren Tolleth, Library Foundation

Excused: Izzy DeBiasse, Mary Mayer, Lisa Butler, Lynette Schneider

II Pledge of Allegiance

President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Ms. Semper read the statement of compliance with the Sunshine Law.

IV President's Remarks

Ms. Semper welcomed Ms. Tolleth.

The Board extends its appreciation to staff members for dealing with another flood, and for stepping up during staff absences.

Ms. Semper thanked Ms. Kosempel, chair of the Personnel Committee, for her work on the director search process.

V Consent Agenda

Director's Report

In addition to her written report:

The staff professional development day was a success; the Columbus Day date seemed to work out well for most. LibraryLink provided funding for the day's topic speaker.

The MAIN ILS system will be in offline mode from Sunday December 29 (after the Library closes) through Wednesday January 1. This is a scheduled internal migration

intended to clean up and streamline the database. In offline mode, patrons will be able to check out books only if they bring their library cards, but the library will not be able to check-in books. Returned books will be placed on carts to be checked-in when the system is fully restored on Jan 2.

Ms. Begraft discussed upcoming fundraising ideas from the October Friends meeting.

Ms. Begraft updated the Board on the latest flood, which resulted from a malfunctioning point of use hot water heater under the tech room sink. Remediation costs are approximately \$7,000. Excepting the \$1,200 deductible, these costs will be covered by insurance. Ms. Begraft has submitted all insurance information to the Township and the claim is proceeding. As she would like to get this wrapped up before she leaves, she has requested that the remediation bills be approved for payment now. The Capital Maintenance Fund will be reimbursed once the Library receives the insurance payment.

Resolution 2019-16 provides for \$6,966.74 to be released from the Capital Maintenance Fund to pay for emergency work to remediate the flood and repair the Tech Services and Staff Area. On motion by Ms. Askey and seconded by Mr. Kelly, Resolution 2019-16 was unanimously approved.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

September 18, 2019 Regular Meeting and Executive Session.

Mr. Kelly made a motion to accept the Consent Agenda. The motion was seconded by Ms. Kosempel and was approved unanimously, with Ms. Burtnett abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – The materials donation policy will be discussed at the next meeting.

Building and Grounds – The new insulating shades have been installed in the computer room and the slat walls are scheduled to be installed on October 27th.

Ms. Begraft and Ms. Luderitz have recommended new softer sectional seating in the Adult Area, to provide a more comfortable and useable space for patrons. This expenditure would be paid out of the Acorn Fund (a restricted fund reserved for Library furnishings). On motion by Mr. Kelly and seconded by Ms. Askey, Resolution 2019-18 providing for up to \$4,800 for new seating in the adult area was unanimously approved.

Finance – The millage number (state mandated funding provided by the Township) for 2020 is down approximately \$2,000. State aid is approximately the same. The finance committee will be meeting to work on the preliminary budget.

Personnel – The Board is grateful that Marygrace Luderitz has agreed to serve as interim director; this will provide continuity and help keep costs down.

Ms. Kosempel provided an overview of the director hiring process.

The Personnel Committee has prepared a job listing for the Director position, which the Board reviewed. After discussion, Ms. Kosempel moved to approve the posting with minor changes as agreed by the Board. Ms. Semper seconded the motion which was approved unanimously.

VII Old Business

- **HPAC/Historical Society Update:** The Mary Lou Weller collection will be going to the Millington Schoolhouse. Ms. Begraft has looked into some information about the archiving process which she has passed on to HPAC.

The Historical Society's new display cabinet is arriving November 12. The cabinet will be going into the Quiet Study room; this will require that the current map case be moved due to space constraints.

The Board agreed there should be a memorandum of understanding or written agreement reflecting the arrangement between the Library and Historical Society. The Board will need to follow up on this.

VIII New Business

- **Letter Regarding Sunday Closure:** A patron contacted the Township to express frustration that the Library is closed on Sunday, with specific concern for those whose schedules only allow a Library visit on Sunday. Ms. Begraft followed up with a phone call to the patron explaining the financial reasons behind the closure.

Verbal feedback to the Library has been that patrons are sad about the closure and that patrons feel they pay enough in taxes so that the Library should be able to stay open.

The Board again discussed operating hours and how to minimize the impact of closures on patrons. Depending what the future budget looks like, other possibilities include

closing earlier in the evenings or if funding allows extending Saturday hours but remaining closed on Sundays. Some other libraries are eliminating Sunday time and a half pay.

- **Approval of 2019 Audit Contract:** Ms. Begraft suggested that next year the Board may want to look at some other auditing firms as the Library has used the same auditors for several years. She noted that, as a matter of practice, the Library should not use the same auditor as the Township. Ms. Semper made a motion to accept the audit proposal for 2019, to be conducted by Ferraioli, Weilkotz, Cerullo and Cuva P.A. Ms. Burnett seconded the motion, which was unanimously approved.
- **Fines and Fees Schedule:** There was a discussion of the 2020 Fines and Fees Schedule. Unfortunately, Grounds for Sculpture has discontinued its pass program so their pass will no longer be available. The cost for boxed museum passes will be added to the Schedule.

The Board discussed the issue of Children's DVD fines, currently \$1 per day (the same as Feature adult DVDs) and capped at \$5 per item. Concerns have been raised that this fine is exorbitant and a disincentive to circulation. However, it was noted that fines are a source of revenue for the Library. Income from fines to date in 2019 is close to \$7,000. Given the Library's financial situation, it was questioned whether the Board should reduce that revenue source. It was pointed out that the fine does provide incentive to return the DVDs, and that patrons are now emailed reminders.

There was a question about what percentage of fine income is derived from kids' DVD fines. Ms. Begraft will look into this. While some libraries are eliminating fines, Ms. Luderitz pointed out that when a library goes fine free, that specific lost revenue is usually replaced by additional funding from whatever entity funds that library. The Board will revisit this issue in November.

- **2020 Holiday Closings:** The Board reviewed the draft 2020 Holiday Closing Schedule.

The first Tuesday night in August is National Night out; this year the Township requested the Library close early because of that event and a concurrent Planning Board meeting that was expected to be heavily attended. The Library and Township will coordinate regarding 2020.

There was discussion about the Fourth of July weekend. Ms. Semper pointed out that as a general matter, we avoid closing the Library three days in a row, which is how the holiday would fall this year. At issue is Friday July 3. Options include closing for a full day (Township offices are closed) or closing early (at 2, which would not result in any cost savings). A consideration for staying open part of the day would be to give

patrons/summer reading program participants an opportunity to pick up materials for the holiday weekend or to log their reading hours. The Board will discuss this further at the next meeting when more members are present.

- **Halloween Parade Table:** The Library will have a table at Sunday's Halloween parade; goodies are ready to go for any Board members who can help man the table.

IX Public Comments

No comments.

X Executive Session

Ms. Semper 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 personnel and financial matters. The motion was seconded by Ms. Kosempel and approved unanimously.

The Board entered Executive Session at 9:00 p.m. and returned from Executive Session at 9:22 p.m. to resume the open public meeting.

MUF Meeting: Ms. Burtnett plans to attend.

XI Adjournment

On a motion by Ms. Semper, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Joanna Askey
Secretary