

**Long Hill Township Public Library
Board of Trustees Meeting
October 17, 2018**

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:

Suzanne Kosempel	Mary Mayer	Joanna Askey	Jonathan Kelly
Lynette Schneider	Sally Semper	Nancy Burtnett	Izzy DeBiasse

Also present:

Lyn Begraft, Library Director

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 extended the Board's thanks to the volunteers who manned the Library table at the Millington Street Fair, with a special thanks to Ms. Buban who helped out for the entire day. She also recognized Ms. Buban's initiative in constructing a sturdy and reusable puppet theater for the Puppet Theater Craft day.

Ms. Semper thanked Ms. Begraft for conducting the October staff development day; the program was well done and was appreciated by the staff.

V Consent Agenda

Director's Report:

In addition to her written report:

In conjunction with its new phone system the Township has requested that the Library add a phone switch so the system can be serviced remotely.

Next week Ms. Begraft will be meeting with representatives of the Township, the Historic Preservation Advisory Committee and the Long Hill Historical Society regarding the future of historic records that are currently housed at the Library as well as requested storage of additional documents. It was noted that the Library was originally intended to be a temporary storage place for these materials until an appropriate home was found.

There was a discussion about how to best support the goal of the public access to historical documents given the constraints of available space and staffing at the Library. The possibility of online support was suggested: for example, a link on the Library website to a Historic Society/HPAC page with archival material.

LibraryLink update: It appears LibraryLink will be dissolving by June 2019. The group is seeking private or government funding but it does not seem that they will get what they need to continue operations. Bergen County Cooperative is setting up their own delivery system at considerable expense to member libraries. The State Library will ultimately be responsible for providing interlibrary loan services but the cost is unknown. It was suggested that a line item be kept open in the budget for this. MAIN has a task force looking into next steps.

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:

September 19, 2018 Regular Meeting.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Mr. Kelly and was unanimously approved.

VI Committee Reports

Administrative Policy Manual & Bylaws – no report

Building & Grounds – no report

Finance – no report

Technology – no report

Strategic Plan –no report

Personnel – see discussion below

Nomination – no report

VII Old Business

- The Millington Street Fair was a success and there were many visitors to the Library table.

- **Security Cameras:** Ms. Begraft provided answers to questions from the last meeting regarding image resolution and storage time.

Provided the cameras are motion sensor ready, which Ms. Begraft will confirm, the Board agreed after discussion that Ms. Begraft should proceed with the installation.

Mr. Kelly made a motion to approve the installation subject to the above confirmation. The motion was seconded by Ms. Askey and approved unanimously. As this expense cannot be paid out of the Acorn Fund it will be allocated to the restricted Technology Fund. A resolution will be prepared for the next meeting authorizing the expense.

VIII New Business

- **Personnel Manual Changes:** The Personnel Committee met to update the Personnel Manual to comply with the New Jersey Law on Sick Leave for part time employees. The Committee suggested other minor clarifications and corrections to the manual as well, including corrected hours listings, revisions to the Person in Charge description; clarification of the sections Paid Time off Requests, Compensation of Employees During Unexpected Library Closures and Personal Recommendations; and preliminary clarification of the tuition reimbursement policy (the intent being to revisit this section for further discussion).

After discussion, Ms. Kosempel made a motion to approve the proposed revisions to the Personnel Manual. The motion was seconded by Ms. Mayer and approved unanimously.

A request by a staff member for tuition reimbursement was tabled until the next meeting.

- **Proposed 2019 Fine and Fee Schedule:** Mr. Kelly made a motion to approve the Proposed 2019 Fine and Fee Schedule. The motion was seconded by Ms. Burnett and approved unanimously.
- **Selected Auditors and Fees for 2019:** Ms. Semper made a motion to accept the audit proposal for 2018, to be conducted by Ferraioli, Weilkotz, Cerullo and Cuva P.A. Mr. Kelly seconded the motion, and it was unanimously approved.
- **Proposed 2019 Annual Holiday Closings:** This will be tabled until the next meeting, at which point there may be some feedback to help decide whether/where a staff development day should be added to the 2019 calendar.

IX Public Comments

No comments.

X **Adjournment**

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Joanna Askey
Secretary