

Long Hill Township Public Library

Board of Trustees Meeting

October 21, 2020

In Person and 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, Sally Semper.

Roll Call

Present: Suzanne Kosempel, Joanna Askey, Lisa Butler (via Zoom), Mary Mayer, Lynette Schneider, Sally Semper, Kimberly Celeste. **Also present:** Pierre Rosen, Library Director; Tom Parziale, Library Foundation (via Zoom)

Excused: Jonathan Kelly, Michael Vitarello

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. Electronic notice of the meeting has been provided.

IV President's Remarks

Ms. Semper and Mr. Rosen attended the Library Foundation meeting last week; the Foundation has finished working on their material for the 2020 annual appeal.

Ms. Semper congratulated the Friends on a successful shredding day which earned \$2,473 for the Library. The Friends are also continuing to hold their Panera fundraising evenings-- the next one is set for tomorrow.

The Halloween Parade was well attended. Some visitors to the Library table were not aware that the Library had reopened, and there were some questions about obtaining Library cards. Mr. Rosen suggested that in the future the Library could offer remote registration at such events using LEAP.

Ms. Semper relayed Mr. Vitarello's report. In response to the question of how the Library can best support projects such as grade-wide research assignments, the school media specialist will be creating a google document with the grade-wide projects that will be shared with Ms. Buban.

There was a discussion about Library information reaching all the district schools and grade levels. As next month is Native American Heritage month, there could be some coordination on that subject. It was noted that Ms. Buban has been working with the fifth grade reading teacher at Millington to provide information about the Library's digital resources.

V Consent Agenda

Director's Report

In addition to his written report:

Staff development day was well attended and was an enjoyable day.

Currently the Library is open until 8 p.m. Mondays through Thursdays. Mr. Rosen anticipates staying open until 9 p.m. possibly beginning in January.

Treasurer's Report

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

In response to a question about how the newly resumed delivery services are being paid, Mr. Rosen provided the following update regarding MUF, LibraryLink NJ and MAIN dues and fees:

- MUF dues were reduced to \$250 for 2020 and are anticipated to remain the same for 2021.
- The budgeted fee for LibraryLink for 2020 is \$2,500, however given the suspension of delivery services we have not yet been invoiced (the LibraryLink fiscal year begins July 1). It is anticipated that any fees will be prorated for the remainder of the year and into 2021.
- There may be an additional charge for delivery services through MAIN of approximately \$260 - \$270.

Circulation matters: There has been some patron confusion about returned Library materials. Since returned materials are put into quarantine for three days before they are checked in, they do not show on a patron's account as having been returned until those three days are up. There was a question as to whether the books could be checked in then quarantined. Mr. Rosen explained that once a book is checked in, it would be shown as available in the system even if it still in quarantine, so this would lead to further issues. Other MAIN libraries are following this procedure, and at any rate, fines are waived until the end of the year.

Mr. Rosen pointed out the greatly increased electronic circulation numbers for this year.

Acceptance of the Minutes from the following meetings:

September 16, 2020 Regular Meeting and Executive Session.

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. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes; Ms. Celeste, Yes (abstaining on the minutes). The motion was unanimously approved with the minutes approved as amended.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- Emergency Closing Plan: At the September meeting the Board agreed that the Library should have a specific policy which sets out procedures in the event of an unexpected closure or modification of services. The committee has prepared a draft policy and will be circulating it shortly.
- There was a discussion about the number of staff required at the Library during operating hours.
- The committee will also begin compiling an Emergency Procedure Manual.

Building & Grounds –The following matters were reviewed:

- Mr. Rosen provided an update on the FEMA grant. He has met with the FEMA representative and it appears that at this time we cannot apply for reimbursement for the Plexiglas installation. We can, however, apply for reimbursement for PPE. Mr. Rosen plans to split the FEMA application into two projects so that we can apply now for reimbursement for PPE and re-apply later for the Plexiglas and the air conditioning gel.
- Risk assessor walk-through: every couple of years the risk assessor does a walk through to check for safety issues. This was done a couple days ago. Mr. Rosen reported that the ladder to the attic was raised as a possible concern.
- There was a question as to whether the main water shut off might be in the attic. It was suggested that the location of the water shut offs be confirmed and documented so that staff knows where they are in an emergency. Mr. Rosen noted that he and Ms. Shipman are working on compiling a building operations manual, and this is the sort of information that could go in there.
- Mr. Rosen reported an employee injury to JIF.
- Furnace replacement project: The project is scheduled to begin at 8 a.m. tomorrow. The contractor has now devised a different method of getting the furnaces in and out of the attic and dealing with various structural issues that entails. There was a lengthy discussion about this.
- HVAC maintenance: the annual furnace maintenance will be scheduled soon. Mr. Rosen and Ms. Shipman have gathered some quotes for HVAC service contracts. It will be determined whether it is more cost effective to get a contract or pay as we go.
- Book Drops: Mr. Rosen is in the process of getting quotes for painting the book drops.

Finance –

- We have received our millage number which has increased by about \$8,000 from last year.
- There is a new building maintenance line (#7243) where such costs will be listed.
- There was a discussion about the status of the reserve funds: The finance committee has been reviewing the reserve fund accounts and is in the process of making recommendations which are intended to streamline transactions and make bookkeeping more straightforward.

Currently, the reserve funds are held in several different accounts at various local banks. According to the procedure in the Admin Manual, only one checking account is maintained to pay bills from the operating and reserve accounts. Therefore, once the Board has approved a release from a reserve fund, a check is written from the operating fund account to pay for the approved expense, which is then reimbursed from the appropriate reserve account.

The finance committee has recommended streamlining this procedure so that checks would be written directly from a reserve account. They have also recommended consolidating the reserve funds to the extent possible, which will make tracking reserve fund expenses and balances more straightforward.

Mr. Rosen will check with the accountant to see if it is permissible to modify our current practices.

The finance committee also noted past instances where certain routine maintenance expenses were shown on the financial sheets as capital maintenance fund expenses when they should instead have been listed as operating expenses. This will be corrected.

The finance committee will be continuing its analysis of the reserve accounts and will be looking specifically at how the accounts have been drawn down in the past.

Personnel – The new adult services librarian, Albie Ashbrook, will begin on Monday.

VII Old Business

- **Staffing Matters:** There was a discussion about how staffing is working out since we are down one circulation assistant, and, in particular, how weekend staffing is going.

Mr. Rosen reported that the Library is pretty busy but at this point staffing is adequate though down the road we may need to hire an additional circulation staff member.

- The personnel committee will be reviewing the job descriptions and will need the file with the descriptions from Mr. Rosen or Ms. Shipman.

VIII New Business

- **Approval of 2019 Audit:** Ms. Mayer made a motion to approve the 2019 Audit. The motion was seconded by Ms. Askey. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes; Ms. Celeste, Yes. The motion was unanimously approved.
- **Resolution 2020-15-A Approving Restricted Capital Maintenance and Repair Fund Expense:** This resolution amends Resolution 2020-15, originally adopted on July 7, 2020 which approved a release totaling \$4,911 from the Capital Maintenance and Repair Fund for repairing and sanitizing the air conditioning system. However, the air conditioning repair bills to be paid from the reserve fund ultimately ended up totaling \$7,778. This difference resulted from a charge for coolant (\$900) and the cost to repair a faulty valve, which had been approved on an emergency basis but has not yet been approved by the Board as a capital maintenance release (\$1,967). Ms. Askey made a motion to approve Resolution 2020-15-A which authorizes a total of \$7,778 to be released from the Capital Maintenance and Repair fund to pay TLP invoices 10462, 10458 and 10621 for various air conditioning repairs and improvements. The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes; Ms. Celeste, Yes. The motion was unanimously approved.
- **Computer Monitors:** Mr. Rosen would like to purchase approximately five wide screen computer monitors for staff use. He will put together information on the proposed expenditure for the Board to review and approve prior to purchase.
- Ms. Mayer gave a report on the NJLTA virtual Trustee Institute.

IX Public Comments

No public comments.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Joanna Askey

Secretary