

**Long Hill Township Public Library
Board of Trustees Meeting
November 15, 2023**

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 7:31 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Julie Mazur, Angela Cuonzo, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Alberta Ashbrook, Assistant Director; Lisa Hoffman, Library Foundation Representative.

Excused: Lisa Butler, Shannon Butler, Emily Chen

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

Everyone has most likely received the annual Library Foundation appeal letter. Ms. Kosempel thanked the Foundation for their support and the excellent marketing; the letter looks great and mentions all the wonderful things the Library has to offer. It was noted that the Foundation has changed payment platforms from PayPal to Venmo, it will be interesting to see if or how this change affects the amount of money raised.

Ms. Kosempel reported the good news that the Township is assuming care of the automatic doors to the lobby.

V Consent Agenda

Director's Report

In addition to the written report:

There are continuing issues with vandalism to the men's room.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was a question about how disbursements from the Acorn Fund have been booked. Ms. Luderitz will look into it.

Acceptance of the Minutes from the following meetings:

October 18, 2023 Regular Meeting.

Ms. Cuonzo made a motion to accept the Consent Agenda and the motion was seconded by Ms. Remington. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.

VI Committee Reports

Administrative Policy – To be discussed during Old Business.

Buildings and Grounds – The installation of the new furnace should be finished by tomorrow. Installation of the new water fountain/bottle filler is awaiting permits.

Finance – The finance committee met and will be meeting again to work on the budget.

Personnel – The resolution approving the Director's salary will be discussed in new business.

Technology – Technology purchases for the year have been completed.

VII Old Business

- **School Updates:** As submitted by Ms. S. Butler. Ms. Butler has reached out to Ms. Jess and Ms. Ashbrook about the March Madness book list. There will be a display set up in the Library. The 2nd and 4th graders have had their initial Book Buddies session, this is a year-long program where the students choose books to read together.

- **Strategic Plan:** The Strategic Plan is being finalized. If trustees have comments or questions, they should submit those now. Ms. Czesak from Library Crossroads has offered to present the Strategic Plan to the Board. Ms. Luderitz will look into a date.
- **Materials Selection Policy and Form:** Ms. Ludertiz has added the comments discussed at the last meeting.

Ms. Askey made a motion to adopt the Materials Selection Policy and Form as revised and the motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.

- **Updates to Remaining Sections of the Admin Manual:** Updates are almost complete and the plan is to circulate the revisions to the Board for approval at the December meeting.

VIII New Business

- **Township Volunteer Dinner:** RSVPs are due by November 17.
- **Board Packets and Resolution List in Google Drive:** These materials have been uploaded to Google Drive and trustees will be given access.
- **Resolution 2023-17 Authorizing the Use of a P-Card:** There was discussion about the procedure for obtaining and using a procurement card. Ms. Luderitz is in the process of gathering more information about this. The resolution has been tabled for now.

IX Public Comment

- Ms. Hoffman acknowledged Ms. Luderitz, Ms. Ashbrook and a local volunteer for their collaboration on the well thought out and visually appealing Foundation letter.
- The Friends of the Library had a successful document shredding fundraising event this past Saturday, raising \$2,460 for the Library. Since April 2017, Friends shredding events have raised a total of \$22,085.67.

X Executive Session

Ms. Kosempel 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 the director salary. Roll Call Vote: Ms. Semper, Yes; Ms. Askey,

Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.

The Board entered Executive Session at 8:20 p.m. and returned from Executive Session at 8:23 p.m. to resume the open public meeting.

XI Open Meeting Resumed—New Business

- **Resolution 2023-18 New Director Salary:** Ms. Remington made a motion to adopt Resolution 2023-18 setting the salary for the Director position. Ms. Cuonzo seconded the motion. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **2024 Committee Assignments:** There was discussion about committee assignments and officers for next year. Board members should reach out to Ms. Kosempel if they would like to change their committee assignments.
- There will be a gathering planned for the Friends, Foundation, Board and Library volunteers in December. The December 13 Board of Trustees meeting will likely be in person, with a Zoom option.

XII Public Comment

Foundation President Lisa Hoffman is approaching her term limit, so there will be changes to the Foundation officers in the coming months.

XIII Adjournment

On motion by Ms. Kosempel, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Joanna Askey