

**Long Hill Township Public Library  
Board of Trustees Meeting  
November 16, 2022**

**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, Suzanne Kosempel.

**Roll Call**

**Present:** Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Angela Cuonzo, Julie Mazur, Shannon Butler, Joanne Lavender, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Heather Gillis, Library Foundation Representative.

**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 reports all Board Members should have received the invitation to the Township Volunteer Dinner which will be held 12/6.

Ms. Kosempel reminded Board Members the December meeting will be held 12/14 which is early due to the holidays.

Ms. Kosempel stated they are looking at planning a get together for the Friends/Foundation/Volunteers. She is hoping to send out a doodle poll shortly with potential dates for this get together.

Ms. Kosempel reports there was a MAIN Trustee training. The training included a discussion regarding the Governor's Emergency Order which will expire potentially meaning our Board Meetings would need to be hybrid.

Ms. Kosempel also noted 2 changes to the agenda: Resolution 2022-20 was changed and emailed to all members and that an Executive Session will be held during the meeting to discuss the Director's review.

## **V Consent Agenda**

### ***Director's Report***

#### ***In addition to written report:***

Ms. Luderitz reported the preparation for painting is in process to begin after Thanksgiving.

Ms. Luderitz updated the Board that the Plaza lights were not working and she is communicating with the Township about the follow up.

### ***Treasurer's Report***

Bill List

Operating Income/Expense Report

An updated Operating Income/Expense Report was emailed to the Board Members.

#### ***Acceptance of the Minutes from the following meeting:***

October, 19 2022 Regular Meeting.

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

## **VI Committee Reports**

### ***Administrative Policy Manual & Bylaws –***

- The Committee worked on the Trustee's Section of the Admin Manual and a Draft is complete. They are currently working on the Finance Section.

### ***Personnel – Director's Review-Executive Session***

- Ms. L. Butler 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 following personnel matters: Director's Review. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists. The motion was seconded by Ms. Remington and unanimously approved.

The Board entered Executive Session at 7:45 p.m. and returned from Executive Session at 8:05 p.m. to resume the open public meeting.

## VII Old Business

- **Resolution 2022-19 Approval of Fine Free Pilot:** This pilot would eliminate fines for a 12-month period for most adult and children's items beginning in January. The data will be collected and analyzed. It was also discussed to do an amnesty period in January. There was a discussion about the amnesty period. The purpose of the amnesty period would be to start off the year without fines (lost items are excluded). There would continue to be fines for items such as hotspots, chromebooks, etc. Ms. Kosempel made a motion to approve the Fine Free Pilot. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Debit Card Policy:** Discussion was held regarding getting a debit card to use discretionary funds to eliminate the need for staff to use their personal credit card and then get reimbursed. The idea was discussed regarding adding a debit card to the already established discretionary account. There was a discussion regarding having approval from the auditor and attorney in writing. It was decided to defer this issue to the Administrative Committee as it relates to the Administrative Manual.
- **Updates on furniture, painting, book drops:** Ms. Luderitz reports the book drops need to be cleaned prior to being wrapped and the current cold weather presents a challenge. We discussed options to price getting this professionally done. Ms. Luderitz reports the cost of 6 new chairs is estimated at \$20,000. She researched the option of reupholstering which is approximately \$1,000 per chair. She is following up on this option. The Library painting is due to begin after Thanksgiving. Ms. Luderitz is unsure if there will be a need to close the Library during the painting process. Ms. Kosempel made a motion to allow the Director to close the Library if she assesses the need due to safety concerns for patrons and employees. In the event this is necessary, the public will be notified and curbside may be able to be offered. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L.

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

## VIII New Business

- **Furnace Replacement:** The furnaces (#6 & 7) were replaced this week. Once the invoice is received, it will be forwarded to the Township.
- **Engagement Letter for 2023 Auditor:** It was discussed that the price for Wielkotz has increased from \$3,400 to \$3,600. Ms. Cuonzo made a motion to engage Wielkotz as the auditor for the 2023 Audit for up to \$3,600. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **School Updates:** Ms. S. Butler gave an update on the school beginning to work on March Book Madness. She has communicated with Ms. Buban on the books being used for this project.
- **Friends Shred-it Day:** Shred-it Day was held 11/5. It raised approximately \$650.
- **Resolution 2022-20 Approval of Budget Line Transfer:** Ms. Semper made a motion to transfer funds between lines from over allocated lines to lines where it is needed. The motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved.

## .IX Public Comments

Ms. Gillis reports the Foundation Annual Appeal letter went out approximately a week ago and they have already received approximately \$7,500 in donations.

## X Adjournment

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

Respectfully Submitted,  
Lisa Butler  
Secretary