

**Long Hill Township Public Library  
Board of Trustees Meeting  
November 17, 2021**

**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 7:34 p.m. by Board President, Suzanne Kosempel.

**Roll Call**

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

Excused: Mary Mayer, Michael Viturello

**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 verbalized a special thank you to the Friends for the successful Shred- it event and the Family Photo event. Both were well organized and a success.

Ms. Kosempel stated that the Foundation annual appeal has started and all wishing to contribute can respond to the letters received.

Ms. Kosempel acknowledged some exciting upcoming items including a Reader Advisory Newsletter and the Senior Book Club resuming their meetings after a hiatus due to COVID.

Ms. Kosempel noted the good news that Ms. Cuonzo has agreed to take on the 5 year term on the Board. We will need a replacement Mayor's representative.

Ms. Kosempel discussed details regarding the Township Volunteer Dinner.

## V Consent Agenda

### *Director's Report*

*In addition to written report*

### *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:*

October 20, 2021 Regular Meeting. Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

## VI Committee Reports

### *Building and Grounds –*

- Ms. Luderitz reports she has a resolution for tonight's meeting to authorize the \$12,000 to paint the Library. She states this vendor was used previously by the Library and they were happy with their work. She reports it will most likely start in January. Ms. Semper noted to let us know if we can elicit help for the manual labor involved and possibly asking the Scouts. Ms. Luderitz states she will include the painting in her request to the Township as part of Capital Expense.

### *Finance–*

- Ms. Luderitz stated she sent the Finance Committee a copy of the Draft Budget for review and they will meet to discuss it.

## VII Old Business

- **Library Doors:** Ms. Luderitz reported that the two vandalism incidents with the Library sliding doors were discussed at the Township meeting last week. Ms. Luderitz will follow up with the police regarding the handling of the incidents. The Board discussed possible scenarios including permanently unlocking the doors or keeping the doors on timers to coincide with park hours. Concerns were raised about leaving the

doors unlocked for extended periods of time as the atrium doors are very sensitive to the weather, often opening and closing due to rain or wind, and the atrium tile is not meant for external weather conditions. Ms. Luderitz contacted two companies recommended through MAIN which both require a fee based diagnostic evaluation be done to determine how to properly repair the doors. The Board unanimously approved (via a show of hands) getting this evaluation done. No resolution is needed as the expense is under \$5,000.

## VIII New Business

- **Food for Fines:** Ms. Luderitz discussed the idea for December that patrons can donate canned food in place of paying their fines.
- **Fine Amnesty:** Ms. Luderitz discussed that for the month January, patrons could bring in items that are overdue and fines would be waived. The Library would rather have the items returned and hope this amnesty will motivate patrons to return any items.
- **Move Money to Tech Fund:** The computers that are supported by MAIN have aged out and need replacing. There are 5-7 staff and patron computers that need replacing in order to continue to receive the support from MAIN. In addition, Ms. Luderitz reports she is looking to purchase a touch screen monitor for the circulation desk. This money will need to be transferred from the Tech Reserve Fund.
- **Expanding Large Print into Former Computer Room:** The large print collection is in high demand and has outgrown its current location. Ms. Luderitz suggests adding shelving and moving the large print collection to the former computer room, where it will have room to grow. Ms. Luderitz will work on a Resolution.
- **Draft of 2022 Proposed Budget:** See update in Committee reports.
- **2022 Committees:** Ms. Kosempel asked if anyone wishes to switch Committees to let her know. Members are needed for the Technology Committee.
- **Resolution 2021-33 Restricted Acorn Fund Purchase- Painting the Library:** Ms. Kosempel made a motion to authorize up to \$12,000 from the Acorn Reserve Account for the painting of the Library. Ms. Semper seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Yes; Ms. Kosempel, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

## IX Public Comments

Ms. Gillis stated the Foundation's Annual appeal is going well and they have extended the appeal to local businesses as well.

**X      Adjournment**

On motion by Ms. Askey, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:27 p.m.

Respectfully Submitted,  
Lisa Butler  
Secretary