

**Long Hill Township Public Library  
Board of Trustees Meeting  
November 14, 2018**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:32 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Mary Mayer	Joanna Askey	Jonathan Kelly
Lynette Schneider	Sally Semper	Nancy Burnnett	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**

It is time to put together the 2019 Committees: Board members may email Ms. Semper if they have a request for a committee, otherwise she will go ahead and make assignments.

The Board needs a liaison to attend monthly Library Foundation meetings.

**V Consent Agenda**

***Director's Report:***

Furnace maintenance has been performed and the building is generally comfortable.

The bathroom in the Children's section is temporarily closed due to an overflow; the plumber has been called.

There are coordination problems between the parking lot and plaza lights, the DPW has been notified.

Ms. Begraft presented the Board with a request by the Foundation regarding memorial donations. There was a discussion about ways to honor donors and memorial gifts.

***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 17, 2018 Regular Meeting.

Ms. Kosempel made a motion to accept the Consent Agenda. The motion was seconded by Mrs. Mayer 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**

- **Executive Session**

Ms. Semper 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 an employee's request for tuition reimbursement. The motion was seconded by Mr. Kelly and approved unanimously.

The Board entered Executive Session at 8:07 p.m. and returned from Executive Session at 8:25 p.m. to resume the open public meeting.

- **Discussion on Meeting with the Historical Society/HPAC and Document Storage:**

Ms. Begraft met with representatives of the Township, HPAC and the Historical Society to discuss document storage at the Library. The Historical Society and HPAC would like to continue to house documents at the Library since storage at the Millington Schoolhouse is problematic. Regarding the possibility of online support as discussed at the October Board meeting, Ms. Begraft suggested the groups reach out to Rutgers for graduate student assistance with digital preservation. HPAC and the Historical Society have been invited to address the next Board meeting.

(At this point Mr. Kelly was excused from the meeting.)

- **Resolution to Release Payment from the Technology Fund:** Ms. Mayer made a motion to approve Resolution 2018-11 Approving Restricted Technology Reserve Fund Expenses up to the amount of \$4,595.00 to be paid to HiTech Computer Services LLC for the installation of a security camera system. The motion was seconded by Ms. Kosempel and was unanimously approved.
- **Proposed 2019 Annual Holiday Closings:** After discussion, Ms. Askey made a motion to accept the revised 2019 Holiday Closing Schedule which includes Columbus Day as a staff development day. The motion was seconded by Ms. Mayer and unanimously approved.
- **Tuition Reimbursement:** Ms. Semper made a motion to approve up to \$2700.00 in tuition reimbursement to an employee, contingent upon this employee satisfying the requirements for reimbursement as set forth in the Personnel Manual. The motion was seconded by Ms. Mayer and unanimously approved.

There was a discussion about funding tuition reimbursements. Due to budgetary constraints the Board will need to reexamine the policy.

- Ms. Askey provided a summary of the October Trustee Institute.

## **VIII New Business**

### **IX Public Comments**

No comments.

### **X Adjournment**

On a motion by Ms. Askey, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 9:32 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary