

**Long Hill Township Public Library
Board of Trustees Meeting
November 18, 2020**

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 7:35 p.m. by Board President, Sally Semper.

Roll Call

Present: Suzanne Kosempel, Joanna Askey, Lisa Butler, Mary Mayer, Lynette Schneider, Sally Semper, Kimberly Celeste. **Also present:** Caren Tolleth, Library Foundation

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

Library Director Pierre Rosen has taken a leave of absence for personal family reasons. We will discuss hiring an interim director later in the meeting.

There is an upcoming NJ State Library webinar about municipal funding.

The Foundation appeal letter was sent out last Monday.

The Friends' next Panera fundraising night will be Thursday December 10th.

The Gates Avenue knitters have many hand-knitted and crocheted hats for sale to support the Library. They are displayed in the case at the circulation desk.

Ms. Semper thanked the staff for their leadership and flexibility with respect to scheduling and training new personnel; staff have continued to make it all work during this interim period between directors.

V Consent Agenda

Treasurer's Report

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

There was a discussion about eBook and adult Audiobook circulation numbers.

The explanation for certain voided checks has been provided and will be forwarded to Board members.

Setup for online banking is underway.

The entry for the Falcon Group payment will be adjusted so that this is charged to the correct reserve account.

Line #7243 should be added back into the Financials, as well as an income line for the Friends' donation.

MAIN will be introducing a new mobile app which patrons will be able to use to access their account and check out materials.

It was noted that Ms. Buban has had a large number of views for her recorded children's programs and has been continuing to find innovative ways to provide children's services.

Acceptance of the Minutes from the following meetings:

October 21, 2020 Regular Meeting and November 2, 2020 Special Meeting and Executive Session. Ms. Kosempel made a motion to accept the Consent Agenda and the motion was seconded by Ms. Butler. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes; Ms. Celeste, Yes.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- There was discussion of the draft Emergency Closing Plan which has been circulated to Board members for their review. We will ask staff members to look over the draft as well.

Building & Grounds –The following matters were reviewed:

- The furnaces have been replaced and we are just waiting on the inspection before payment is released to the contractor.
- An item of immediate importance for the interim director will be to schedule the fall furnace maintenance.
- It appears that the Library will likely be able to recover a portion of certain Covid-related expenses, such as the Plexiglas, air conditioning sanitizer, etc. through N.J. Cares Funding. The Library would receive this reimbursement from the Township's funding allocation.

- Ms. Ashbrook has been working on the FEMA grant application; the application will include PPE (masks, gloves and hand sanitizer) as well as other expenses.

Finance –

- The Finance Committee met regarding the reserve funds. Going forward for 2021, in order to clarify the bookkeeping and streamline reserve fund activity: (a) there will be separate checking accounts maintained for the operating account and for the reserve funds; (b) the reserve funds will be consolidated to the extent possible; and (c) accumulated interest will be allocated to the reserve funds at the end of the year.
- The financial reports will be formatted to reflect these changes and to provide a clearer picture of the Library’s current financial situation. The Admin manual will need to be updated and should also specify which items should be charged to each specific reserve fund. All charges to the reserve funds require approval by a board resolution.
- There was a discussion of the process for the 2021 budget. The finance committee will be working with the interim director on a draft budget.
- The finance committee will continue its work analyzing the status of the reserve funds and will be looking into questions regarding FDIC insurance.

Personnel –

- **Vacation Days Request:** A staff member has requested to carry over to 2021 more than the five vacation days currently permitted by the vacation policy. Scheduling difficulties resulting from Covid and frequent staff turnover have made it difficult for this employee to schedule vacation.

There is also the possibility of the Library buying back unused vacation days at the staff member’s current salary. Ms. Kosempel will check with Township payroll about the logistics of coordinating a buyback. These options would be extended to any full-time employee with an excess of five unused vacation days, which would at most be two staff members.

After discussion, Ms. Kosempel made the following motion: “due to the challenging circumstances this year, and for 2020 only, any full-time employee may carry over to 2021 a maximum of six unused vacation days in addition to the five currently permitted. These six extra days must be used by February 28, 2021 or be forfeited. In the alternative, and if permitted by payroll, employees may opt to have the Library buy back their vacation days at their 2020 salary.” 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.

VII New Business

- **Trustee Matters:** Ms. Semper has been in touch with a new trustee who will be joining the Board in 2021. Ms. Semper will also be sending some additional trustee webinar training materials to the Board.
- **Proposed 2021 Holiday Closings:** The Board discussed the 2021 Holiday Closing schedule. It was decided that the Library will close at 2 p.m. the Wednesday before Thanksgiving, instead of 3:30 as we have for the past few years. This earlier closing time will only require scheduling one shift for that day. Ms. Semper made a motion to approve the 2021 Holiday Closings schedule. 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.
- **2021 Fines and Fees Schedule:** Ms. Mayer made a motion to approve the 2021 Fines and Fees schedule. The motion was seconded by Ms. Kosempel. 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.
- **Selection of Auditing Firm for 2021:** There was a discussion about the timing and process for approving an auditing firm. As we have been advised to change firms every few years, an immediate project for the interim director will be to research options for new auditors.
- **Attorney Retainer Agreement:** Ms. Kosempel made a motion to retain the law firm Plosia Cohen LLC to advise on certain legal matters. A copy of the retainer agreement has been provided to the Board. Ms. Semper seconded the motion. 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:** We will revisit the request for larger monitors once we have some more information about what is needed.

VIII Public Comments

No public comments.

IX 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 the following personnel matters: hiring an interim director. 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. Askey and unanimously approved.

The Board entered Executive Session at 9:17 p.m. and returned from Executive Session at 9:30 p.m. to resume the open public meeting.

X Approval of Resolution 2020-20 Appointing an Interim Director

Ms. Semper moved to approve Resolution 2020-20, appointing Marygrace Luderitz as interim director until such a time as a permanent director is hired. Compensation will be at the same rate Ms. Luderitz previously received in the Assistant Director position. Ms. Mayer seconded the motion. 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

XI Adjournment

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

Respectfully Submitted,

Joanna Askey
Secretary