

**Long Hill Township Public Library
Board of Trustees Meeting
November 20, 2019**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:30 p.m. by Board President, Sally Semper.

In Attendance:

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

Also present:

Marygrace Luderitz, Acting Library Director
Joan Fronapfel, Library Foundation
Kimberly Celeste, Member of the Public

Excused: Izzy DeBiasse

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

Ms. Semper welcomed Ms. Fronapfel and Ms. Celeste.

Ms. Semper thanked the Board for attending various extra meetings over the past month.

On behalf of the Board, Ms. Semper thanked the Township for the additional funding that has allowed the Library to reopen on Sundays for the remainder of 2019. Forty-five patrons promptly arrived at the Library on Sunday morning.

Ms. Semper thanked Library staff for their continued extra efforts during staff absences.

The Friends are hosting another Panera Fundraising event tomorrow from 4-8 p.m.

Ms. Fronapfel reported that the Foundation annual appeal is going well; they are approximately 73% to their goal for 2019.

V Consent Agenda

Director's Report

In addition to her written report:

Last week the file server and backup crashed. After calling in a recovery specialist, the files have been restored and the system is running on a backup server. The Library will be moving to Google Drive and replacing the server.

The Historical Society is working on cleaning out their map storage case so they can move their new display cabinet into the Computer Room. The project should be completed sometime in January.

Treasurer's Report

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

There was discussion of two items on the Treasurer's report: the Investors checking account balance and health insurance costs to date.

Acceptance of the Minutes from the following meeting:

October 16, 2019 Regular Meeting and Executive Session; October 30, 2019 Special Meeting and Executive Session; November 7, 2019 Special Meeting.

Ms. Semper made a motion to accept the Consent Agenda with the October 16, 2019 minutes approved as amended. The motion was seconded by Ms. Kosempel and was approved unanimously, with:

- Ms. Butler, Ms. Schneider and Ms. Mayer abstaining on the October 16, 2019 Regular Meeting and Executive Session minutes;
- Ms. Askey, Ms. Butler, and Ms. Burtnett abstaining on the November 7, 2019 Special Meeting minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – The Board reviewed and discussed the revised Materials Donation Policy and Guidelines. As a solution to the problem of numerous unsellable books being left outside the Library (in violation of Library policy) a suggestion was made to install a used book donation bin from a book recycling company. These companies only require that donated books have an ISBN number while the Library is only able to accept materials that have a reasonable likelihood of being resold at the hallway shelf sale. However, the Library has, in fact, tried such a bin. So many unusable books were dumped at the bin that the company removed it.

On motion by Mr. Kelly and seconded by Ms. Mayer, the revised Materials Donation Policy was unanimously approved.

Building and Grounds – Today an electrician replaced the electrical closet light which was damaged by one of this year’s building floods. Ms. Luderitz is in the process of replacing the crossbars for the room’s new ceiling tiles. She will also be following up with the GIF for reimbursement for flood number 3.¹

Technology – Ms. Luderitz is in the process of upgrading the Library computers to Windows 10; this project should be completed by the end of the year. There was a discussion about including unexpected weather-related closures in the Township e-blast; Ms. Luderitz will check with Shayne Daley about this.

VII Old Business

- **Fines and Fees Schedule:** There was continued discussion about whether to reduce the \$1/day fine (with a maximum of \$5/item) for kids’ DVDs. It was noted that the current fine is in keeping with fines charged by some other libraries, and that the amount received from children’s DVD fines is significant enough to fund a Library program or two.

However, Ms. Luderitz pointed out that patrons are frequently upset by how quickly the fines accrue which leads to issues at the circulation desk. It was decided that the fine would remain at \$1 per day but the maximum amount per item would be capped at \$3. Ms. Askey made a motion to approve the Proposed 2020 Fine and Fee Schedule as amended. The motion was seconded by Ms. Kosempel and approved unanimously.

There was discussion about how to ensure patrons are aware they can get text and email reminders about due items.

- **2020 Library Holiday Schedule:** The issue carried from the last meeting is: hours for Friday July 3, 2020 (Town Hall is closed that day). As July 3 is the observed holiday, we would be the only library in the MAIN consortium that would be open that day.

It was agreed that the Library would be closed on July 3 and that this closure would be well publicized in advance. Mr. Kelly made a motion to accept the 2020 Holiday Closing Schedule. The motion was seconded by Ms. Butler and unanimously approved.

¹ It was suggested that the floods be named, like hurricanes, for ease of reference!

VIII New Business

- **Memorial Bench:** The Board has been approached by a group which is considering the donation of a memorial bench, possibly with a solar charging station. The group wanted to run the general idea by the Board before proceeding with their planning and research.

One of the Library's goals is to utilize the courtyard space (between the community room and the parking lot) as part of the Library. Ideally comfortable seating options could be expanded beyond the vestibule, which is heavily used. The Board is looking forward to hearing more about the proposal. Ms. Luderitz pointed out that whatever furniture is placed in the courtyard will have to be bolted to the ground.

- **End of Year Check Signing:** Will be on Monday December 30, time to be decided.

IX Public Comments

No comments.

X Executive Session

Ms. Mayer 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 personnel and financial matters. The motion was seconded by Ms. Semper and approved unanimously.

The Board entered Executive Session at 8:39 p.m. and returned from Executive Session at 9:34 p.m. to resume the open public meeting.

XI Adjournment

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 9:34 p.m.

Respectfully Submitted,

Joanna Askey
Secretary