

**Long Hill Township Public Library
Board of Trustees Meeting
December 13, 2023**

Meeting via Hybrid

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, Suzanne Kosempel.

Roll Call

Present (in person): Suzanne Kosempel, Sally Semper, Lisa Butler, Angela Cuonzo (arrived 7:50), Karen Remington.

Present (via zoom): Joanna Askey, Julie Mazur, Shannon Butler, Emily Chen.

Also present (in person): Marygrace Luderitz, Library Director; Alberta Ashbrook, Assistant Library Director; Lisa Hoffmann, 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 stated the 2nd Annual Library Holiday gathering for the Board, Friends, Foundation, and Volunteers will be Monday 12/18 at 6:30pm.

Ms. Kosempel thanked Ms. Luderitz and Ms. Ashbrook for their detailed reports included in the Board packet.

Ms. Kosempel announced her decision to not renew her term on the Board due to accepting the Adult Service Librarian position. She thanked the Board for having her on the Board, and is

looking forward to her new position.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz gave some positive updates. The inspectors came today and now she can call the plumber tomorrow to install the water fountain. They indicated it should be completed in 1 day and she will forward the bill to the Township as previously discussed. In addition, the fire alarm was fixed this week. In addition, the Furnace upstairs has been repaired.

Ms. Luderitz also gave an update that she has followed up with DMV and advocated for the mobile van to come to the Library since their current location of the Morris County Library may be considered too far for the residents in town. They indicated they hope to come between February – April.

Ms. Luderitz stated she went to PNC regarding the Discretionary Checking Account which maintains a balance of \$1,300. This account needs the following changes: Ms. Luderitz' name taken OFF the account. Mr. Rosen (previous Director) taken OFF the account. To be added to the account should be Mrs. Alberta Ashbrook, new Director, and Suzanne Kosempel, Adult Services Librarian.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was a question to clarify regarding the interest income in the Treasurer's report.

Acceptance of the Minutes from the following meeting:

November 15, 2023 Regular Meeting

Ms. Remington made a motion to accept the Consent Agenda and the motion was seconded by Ms. Semper. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Abstain; Ms. Mazur, Yes; Ms. S. Butler, Abstain; Ms. Remington, Yes; Ms. Chen, Abstain. Ms. Cuonzo was not yet at the meeting to vote. The motion was approved with 5 voting Yes and 3 Abstaining.

Ms. Kosempel made a motion to accept the Minutes from the November 15, Executive Session Meeting and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Abstain; Ms. Mazur, Yes; Ms. S. Butler, Abstain;

Ms. Remington, Ms. Cuonzo, Yes; Yes; Ms. Chen, Abstain. The motion was approved with 6 voting Yes and 3 Abstaining.

VI Committee Reports

Administrative Policy – See Old Business

Strategic Plan- Ms. Ashbrook will work on the objectives with the new team. Ms. Luderitz notes the Plan seems to have some notes missing and does not appear as in depth as the example she had viewed. She emailed them to ask if they have more details they can provide to add into the Plan.

Building and Grounds- Ms. Luderitz gave updates above (additions to Director's report).

Finance- The Finance Committee went to Kearny Bank and withdrew \$11,717.40 from the ACORN Reserve Account, and \$11,686.11 from the TECH Reserve account. The withdrawals will be deposited into the Operating Checking account at Citizens Bank. The expenditures from the ACORN and TECH funds were approved by the Board, earlier in the year. The details of the expenditures are detailed in Resolutions 2023-08, 2023-11, and 2023-16.

VII Old Business

- **Strategic Plan:** Discussed in Committee Reports.
- **Approving Revisions for Admin Manual:** Ms. Askey emailed a clean copy of the Admin manual with a summary of the changes to all Board Members. There was a discussion about the limit on borrowed digital items and it was clarified that the limit varies throughout the year based on the platform. There was also a typo noted. Ms. Askey made a motion to approve the changes to the remaining sections of the Admin Manual with noted typo changed and this was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Committee Assignments:** Ms. Kosempel emailed the Committee Assignments List to all Board Members. If anyone has any changes, they can inform Ms. Semper and the list will be finalized in January.

VIII New Business

- **School Update:** Ms. S. Butler gave an update on the schools including a reading/writing project based on the Strong National Toy Hall of Fame. She also discussed the 5th grade curriculum including 3 book talks a year and asked if the Library

could assist in having some recommendations for the students. Once Ms. S. Butler has the upcoming dates, she will give the information to Ms. Ashbrook and they will coordinate to have some recommendations.

- **Resolution 2023-19 Increase Pages to Minimum Wage:** Ms. L. Butler made a motion to approve to increase the pages' salary effective January 1, 2024 to bring them up to minimum wage. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-20 Setting Adult Services Librarian Salary:** This was on the agenda for Executive Session, however, it was determined Executive Session is not needed for this Resolution. Ms. Semper made a motion to adopt Resolution 2023-20 setting the salary for the Adult Services Librarian position. Ms. Cuonzo seconded the motion. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-21 Approve Auditor for 2024:** Ms. Kosempel made a motion to engage Wielkotz as the auditor for the 2024 Audit for up to \$3,750. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-22 Approve Temporary Budget for 2024 (Jan 1 – June 30, 2024):** Ms. Cuonzo made a motion to approve the temporary budget for 2024 (Jan-June). The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-23 Tech Fund Replenishment:** The Technology Reserve Fund has dropped to \$7,065 and is to be replenished when below \$15,000. Ms. Semper made a motion to transfer \$8,000 from the operating surplus into the Technology Reserve Fund to replenish the account. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **MAIN Membership Fees:** These fees were pre-paid for next year as is done yearly.

IX Public Comments

Mrs. Hoffmann gave an update on the annual appeal. Their goal for the year is \$23,000. As of 12/11, they have raised \$21,900. The money goes towards the endowment for the future and they also donate 4% yearly of the asset value. In addition, she explained that once they reach their goal, any monies after covering their expenses is donated to the Library. The 2023 drive will end in March. Mrs. Hoffman shared she is stepping down after 3 years as President. Mutual positive feedback was shared between the Foundation and the Library. Mrs. Hoffmann also extended well wishes from the Foundation to Ms. Luderitz in her retirement.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. S. Butler and approved unanimously, the meeting was adjourned at 8:29 p.m.

Respectfully Submitted,
Lisa Butler
Secretary