

**Long Hill Township Public Library  
Board of Trustees Meeting  
December 14, 2022**

**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 7:30 p.m. by Board President, Suzanne Kosempel.

**Roll Call**

**Present:** Suzanne Kosempel, Sally Semper, Joanna Askey (joined at 7:49), Lisa Butler, Angela Cuonzo (joined at 7:52), Julie Mazur, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Lisa Hoffmann, Library Foundation Representative.

Excused: Shannon Butler, Joanne Lavender

**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 reports there is a new Mayor's representative pending vote by the Township Committee.

Ms. Kosempel noted the success of the Holiday get together between the Trustees, Members of the Foundation, the Friends, and volunteers..

Ms. Kosempel noted the email sent in addition to the agenda: Additional Resolution and the Proposed 2023 Budget.

## V Consent Agenda

### *Director's Report*

#### *In addition to written report:*

Ms. Luderitz noted the Draft 2023 Budget was emailed for review.

### *Treasurer's Report*

Bill List

Operating Income/Expense Report

It was noted that the Operating Income/Expense Report was updated with all bills through last week and anticipated ones coming in through the end of the year. There will be a second signing to pay for the additional 2022 bills from the 2022 Budget.

#### *Acceptance of the Minutes from the following meeting:*

November 16, 2022 Regular Meeting and Executive Session.

Ms. Mazur made a motion to accept the Consent Agenda and the motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.

## VI Committee Reports

### *Strategic Plan- Vendor Comparison Bids*

Ms. Luderitz is getting a 4<sup>th</sup> Vendor Bid. We will revisit the Comparison of the bids in January.

## VII Old Business

- **Supplemental Payment from the Town for HVAC and Painting:** Ms. Luderitz reports the payment has been received from the Town and she reports the painting is almost complete. The Board Members gave positive feedback about the painting and all the hard work done by the staff to prepare for the painting.

## VIII New Business

- **Resolution 2022-21 Technology Fund Replenishment:** There was a discussion about the need to replenish the Technology Fund balance for expected Tech Fund Purchases in 2023 (firewall, software and computers). Ms. Luderitz reported she requested monies from the Township for capital expenses to use for the computer upgrades. If the monies are approved, the money will not need to be used from the Technology Fund. Ms. Kosempel made a motion replenish the Tech Fund account with \$15,000. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes;

Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.

- **Resolution 2022-22 Approve Temporary Budget for 2023 (Jan 1 – June 30, 2023):** Ms. Semper made a motion to approve the temporary budget for 2023 (Jan-June). The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Prepaying MAIN Membership Fees:** There was a discussion that the Library usually prepays the fees for the MAIN membership. Ms. Luderitz reports it increased slightly. Ms. L. Butler made a motion to prepay the MAIN Membership fees (approximately \$21,000) out of this year's budget. Ms. Askey seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Remington, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2022-23 Adjust the wages for the pages:** Ms. Askey made a motion to approve to increase the pages' salary 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. Remington, Yes. The motion was unanimously approved.
- **Preapprove bill list:** Ms. Kosempel made a motion to preapprove the bill list for signing for the end of year to ensure 2022 bills are paid from the 2022 budget. The total is estimated to be under \$14,000. The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. L. Butler, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.

## **.IX Public Comments**

Ms. Hoffman thanked the Board for allowing the Foundation to be represented in Board Meetings and the Foundation continues to be glad we are partnering together. The Foundation continues with their Annual Appeal and are doing some prizes as an incentive for those donating. The Board expressed appreciation to the partnership and support of the Foundation.

## **X Adjournment**

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:28 p.m.

Respectfully Submitted,  
Lisa Butler  
Secretary