

**Long Hill Township Public Library
Board of Trustees Meeting
December 15, 2021**

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, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Library Director; Andrea Messina-Adams, Library Foundation Representative

Excused: Michael Vitarello

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 noted that everyone should have received Mr. Vitarello's emailed update on happenings in the schools. He had asked if the Library had resources to do plagiarism checking in the school, however they do not. It was reported that Central School has purchased some for their school.

Ms. Kosempel thanked the Friends for the Panera lunch for the staff.

Ms. Kosempel noted the success of the Library coordinating the Family Promise Holiday Gift Program and helping the Family in need. In addition, she praised the idea of the Food for Fines Program.

In preparation for the January Reorganization meeting, officers were asked if they plan to continue their position and all agreed.

V Consent Agenda

Director's Report

In addition to written report

No additions.

Treasurer's Report

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

The balances on the Restricted Reserve accounts in the packet do not have the October interest posted. Also, with the posting of "Interest 2019" dated March, but entered in November, the software and Kearny Bank do not agree. Ms. Mayer has been in touch with the bookkeeper to clarify the difference.

Ms. Mayer also reports there will be an extra bill signing this month so year end bills can be paid prior to January 1.

Acceptance of the Minutes from the following meeting:

November 17, 2021 Regular Meeting. Ms. Mayer made a motion to accept the Consent Agenda and the motion was seconded by Ms. Semper. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

VI Committee Reports

Building and Grounds –

- Ms. Luderitz reports the door appears fixed with a lock mechanism that was installed that should prevent it from being pried open. She followed up with the Police Chief who requests a sign be put up stating it is a crime to open the door when locked. In addition, she is pricing a separate camera system to be installed in the atrium (front and back), as the current camera is only handled by the Town, not the Library.

Finance –

- Ms. Mayer reviewed all the Resolutions for the year regarding the Reserve accounts. She states: 2021-17 has been completed (\$2250 from Teach to pay for self-checkout). 2021-19: \$9,000 was approved from Tech, however only need \$6343 to complete. 2021-18: \$350 Acorn we did not need to use since we had other money available. Therefore, the only open financial resolutions are: 2021-32: \$11,500 Unrestricted funds which will be reimbursed from the grant; and 2021-33: \$12,000 from the Acorn fund to pay for the painting. All other financial resolutions are completed for the year.

Personnel –

- There was a discussion about Ms. Luderitz' request to close the library on Sunday 12/26. She states Sundays continue to be very light and did not see an impact of closing this additional day. Ms. Luderitz also states, if approved, she would advertise it through social media and signage on the Library doors. Ms. Semper made a motion to alter the holiday schedule and close on 12/26. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

Technology –

- Ms. Luderitz reported the self-checkout is here and staff is being trained.
- Ms. Ludertiz also reports in 2022 will need to buy 6 new computers to continue to receive MAIN support.
- Ms. Mazur has volunteered to be on the Technology Committee.

VII Old Business

- **Resolution 2021-35 Tech Fund Replenishment.** Ms. Askey made a motion to approve Resolution 2021-35 to authorize \$15,000 to be transferred from the Operating Expenses to the Tech Fund to replenish the account. Whenever it falls below the expected amount, we replenish it to have the funds for the following years' expenses. Anticipated expenses for 2022 for this line are \$20,000. Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Library Hours:** Ms. Luderitz recommends continuing to close at 7pm. Discussion involved stating that there does not seem to be a need for later hours and no patrons are asking for later hours. This also saves money in the budget.

VIII New Business

- **Prepaying MAIN Membership Fees:** There was a discussion about prepaying the fees (approximately \$20,000-22,000). Ms. Mayer made a motion to prepay the MAIN Membership fees for 2022 out of the 2021 budget. Ms. Semper seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2021-34 Approving the Temporary Budget (1/1/22-7/31/22):** Ms. Askey made a motion to approve Resolution 2021-34 Approving the temporary budget for 2022. Ms. Butler seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Budget:** Discussion about working on the budget. There was a discussion about whether there could be a breakdown of how the Friends' money is being spent so that information can be presented to donors when questions are asked. Ms. Mayer stated she will work with the bookkeeper on adding a line to designate this.
- **Resolution 2021-36 Approving Auditors:** Ms. Luderitz recommended we hire Wielkotz & Co to perform the Library's 2022 audit. Ms. Mayer made a motion to accept the auditing firm for the audit. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

IX Public Comments

The Foundation 2022 Annual is going great and they have met their goal earlier than they ever have. We discussed the Foundation's annual contribution to the Library.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:23 p.m.

Respectfully Submitted,
 Lisa Butler
 Secretary