

**Long Hill Township Public Library
Board of Trustees Meeting
December 12, 2018**

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.

In Attendance:

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

Excused: Izzy DeBiasse

Also present:

Lyn Begraft, Library Director
Larry Fast, member of the public
Guy Roshto, member of the public

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 Presentation by the Long Hill Historical Society

Guy Roshto, President of LHHS and Larry Fast, Vice President, attended to discuss archival document storage at the Library. They provided a brief history of LHHS and how the archives came to be held at Library. As LHHS would like to continue to store their documents at the Library, the Board, Mr. Roshto and Mr. Fast discussed steps going forward, including a written agreement formalizing the arrangement between the Library and LHHS; public access to records including digitization; LHHS programming at the Library; and increasing communication and feedback between the Library and LHHS. Document storage at the Millington Schoolhouse is not feasible for a number of reasons.

Ms. Semper expressed the Board's appreciation to Mr. Roshto and Mr. Fast for taking the time to speak with the Board. At this point Mr. Roshto and Mr. Fast left the meeting. There was a discussion about the relationship between the Library and LHHS and next steps, including the possibility of a liaison between LHHS and the Library.

V President's Remarks

Ms. Semper thanked Board members for their service this year.

The Board is still in need of a liaison to attend monthly Library Foundation meetings, which are usually the third Monday of the month at 6 p.m.

VI Consent Agenda

Director's Report:

In addition to her written report:

There have been some personnel issues which will need to be addressed, particularly the leave policy.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

November 14 Regular Meeting and Executive Session.

Mr. Kelly a motion to accept the Consent Agenda. The motion was seconded by Ms. Mayer and was unanimously approved.

VII Committee Reports

Administrative Policy Manual & Bylaws – no report

Building & Grounds – no report

Finance – no report

Technology – no report

Strategic Plan –no report

Personnel –The Personnel committee will be reviewing the compensatory time off policy and making necessary revisions to the sick leave policy.

Nomination – The committee is working on the proposed slate of officers which will likely remain the same as 2018.

VIII Old Business

- **Library Foundation**

Continuing discussion of ways to honor bequests.

At this point Ms. Burtnett was excused from the meeting.

- **Tuition Reimbursement Policy**

As the tuition reimbursement policy is no longer financially feasible, the Board is in general agreement that the Personnel Manual will need to be revised to remove tuition reimbursement.

IX New Business

- **MAIN Membership Agreement 2019**

It was agreed that Ms. Begraft and Board officers would execute the 2019 Main Membership Agreement after the meeting.

- **Resolution 2018-10 to Release Payment from the Technology Fund:** Ms. Kosempel made a motion to approve Resolution 2018-10 Approving Restricted Technology Reserve Fund Expenses up to the amount \$4,000 for the purchase of four new desktop computers for staff and public, one new laptop, three adapters, and two barcode scanners. The motion was seconded by Ms. Askey and was unanimously approved.
- **Resolution 2018-12 to Approve the Temporary Budget Effective January 1, 2019 to March 31, 2019:** As we are awaiting final numbers from the Township, Ms. Begraft reviewed the temporary budget with the Board and addressed questions about line items including delivery expenses and allocation of amounts received as gifts to the Library. After discussion, Ms. Mayer made a motion to accept Resolution 2018-12 Approving the Temporary Budget. The motion was seconded by Mr. Kelly and unanimously approved.
- **Resolution 2018-13 to Replenish the Technology Fund:** The Resolution establishing the Technology Reserve Fund requires that the Fund be replenished to \$25,000 when its balance falls below \$15,000. As expenditures since the establishment of the Fund have caused its balance to drop to \$5,304.41, Resolution 2018-13 authorizes the transfer of \$19,696.00 from the Library's operating surplus to the Technology Fund. Ms. Kosempel made a motion to approve Resolution 2018-13. The motion was seconded by Ms. Mayer and unanimously approved.
- **Resolution 2018-14 In Support of the Current Level of Statewide Delivery Services:** LibraryLink NJ will likely soon run out of funds and cease interlibrary delivery services. Resolution 2018-14 expresses concern about the expense and disservice which will result from a reduction or elimination of delivery services and demands that the State Library continue funding and providing delivery services at present levels. Ms. Semper made a motion to approve Resolution 2018-14. The motion was seconded by Ms. Kelly and unanimously approved.

X Public Comments

No comments.

XI Adjournment

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 9:16 p.m.

Respectfully Submitted,

Joanna Askey
Secretary