

# Long Hill Township Public Library

## Board of Trustees Meeting

December 16, 2020

### 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 7:40 p.m. by Board President, Sally Semper.

#### **Roll Call**

**Present:** Suzanne Kosempel, Joanna Askey, Lisa Butler, Mary Mayer, Lynette Schneider, Sally Semper. **Also present:** Marygrace Ludertiz, Interim Director; Lisa Hoffman, President, Library Foundation

**Excused:** Jonathan Kelly, Kimberly Celeste, Michael Vitarello

#### **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. Electronic notice of the meeting has been provided.

#### **IV President's Remarks**

Ms. Semper welcomed back Ms. Luderitz as Interim Director, and she thanked the staff for their flexibility and dedication during this eventful year.

Tonight is Ms. Schneider's last Board meeting. We are greatly appreciative of her years of service on the Board.

Ms. Semper and Ms. Luderitz attended the Foundation's December meeting. The Annual Appeal is going well. Approximately \$19,000 has been raised thus far which does not include matching funds. Ms. Semper extended the Board's thanks to the Foundation for their hard work and to donors for their generosity.

January 14 is the next Panera night, sponsored by the Friends.

Ms. Semper read a card from Jim and Diane Dellureficio, who have made a generous contribution to the Library book budget.

## **V Consent Agenda**

### ***Treasurer's Report***

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

There has been a correction to the fourth quarter millage number in the financials.

There was a question about the children's eAudio and eBook circulation numbers. These counts are included in the eBook and eAudio numbers under the Adult heading in the monthly report.

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

November 18, 2020 Regular Meeting and Executive Session. Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.

## **VI Committee Reports**

*Administrative Policy Manual and Bylaws –*

- After discussion, Ms. Semper made a motion to approve the Emergency Closing Plan and revised Section 10 (“Emergency Procedures”) of the Admin Manual. Ms. Butler seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.

*Building & Grounds –*The following matters were discussed:

- **HVAC:** Ms. Luderitz provided an update regarding HVAC maintenance pricing.

During the annual furnace maintenance, the contractor discovered a crack in the heat exchanger in Furnace #2 and has recommended replacing the furnace. Ms. Ludertiz suggested taking advantage of the NJ Clean Energy Direct Install program if possible. The Library previously replaced several air conditioning units through this program at a substantial savings. However, as our heating bills are combined with the Township’s, the Library may need to coordinate with the Township on replacement through Direct Install. Ms. Luderitz has sent the Township this information.

- **Falcon Group:** The Falcon Group has submitted the Capital Reserve Fund Analysis Report. Ms. Ludertiz suggested coordinating a meeting with interested Board members and the Falcon Group to go over the report. Immediate items scheduled for replacement are two condenser units.
- **Book Bins:** Ms. Ludertiz is in the process of talking to contractors about the book bins. It has been suggested the bins be refinished instead of painted, which would still cost less than purchasing new bins.

*Finance –*

- **Reserve Accounts:** The Finance Committee is continuing its analysis of the reserve funds. They will be recommending that, going forward, the restricted funds be allocated between separate checking accounts. An additional account will be set up to hold unrestricted reserve funds. The Admin manual and financial reports will need to be revised to reflect these changes.

- **Preliminary Budget:** Ms. Schneider reviewed the proposed 2021 preliminary budget. It was noted that 83% of budgeted expenses are personnel costs (salaries, health insurance, pension, payroll taxes, DCRP). Ms. Schneider also noted that budgeted items are funded by operating funds, not releases from the reserve funds.

While there is a slight increase in the 2021 millage number (approximately \$8,000), there remains a deficit of approximately \$39,000. The preliminary budget includes a requested Township appropriation to cover this gap.

***Personnel –***

- **Staffing:** There was a discussion about adequate staffing given employee departures. While consideration had been given to creating a substitute/as needed position, this would be difficult to implement with payroll.

***Technology –***

- **Computers:** The current balance in the Technology Fund should be adequate to cover anticipated tech purchases in 2021. Ms. Luderitz has verified with MAIN that network upgrades will not be needed for this year. Certain older staff computers will need to be replaced this year.

Going forward, the Library may need fewer desktop computers as patron usage habits seem to be changing. One possibility might be adding laptop computers for in-Library use instead of replacing old desktops.

**VII Old Business**

- **Resolution 2020-21: Carryover of Extra Vacation Days:** One employee will carry over some unused vacation days and be paid for other unused days, as discussed at our November meeting. Ms. Semper made a motion to adopt Resolution 2020-21 Allowing the Carryover of Extra Vacation Days. Ms. Kosempel seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.

**VIII New Business**

- **Resolution 2020-22: Approving Temporary Budget for 2021 (January – March):** Ms. Kosempel made a motion to approve Resolution 2020-22 Approving the Temporary Budget for 2020-22. Ms. Schneider seconded the motion. Roll Call Vote: Ms. Askey,

Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.

- **Resolution 2020-23 Children’s Librarian Salary:** Resolution 2020-23 states that as a result of completing her Masters Degree, Ms. Buban’s salary will increase to meet the NJLA Minimum Salary Recommendation for 2021 for Librarian, Library Structure B, effective January 1, 2021. Ms. Semper made a motion to approve Resolution 2020-23. The motion was seconded by Ms. Butler. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.
- **Resolution 2020-24 Approving Auditing Firm for 2020 Audit:** After some pricing research it was decided to re-hire the firm of Ferriaoli, Wielkotz, Cerullo and Cuva to perform the Library’s 2020 audit. Ms. Askey made a motion to adopt Resolution 2020-24 Approving the auditing firm for the 2020 Audit. The motion was seconded by Ms. Schneider. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.
- **Main Membership Agreement:** It is anticipated that this cost will remain the same for 2021.
- **Winter Hours:** As very few, if any, patrons are in the Library after 7 p.m., Ms. Luderitz has suggested temporary winter hours with a closing time of 7 p.m. instead of 8 p.m. After some discussion, it was decided that shortened hours would be in effect from January 1 through March 1. Ms. Semper made a motion to approve a 7 p.m. closing time effective January 1 through March 1. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes.
- **MAIN Migration:** The MAIN system will be down January 8 through January 11 so that the Bernardsville Library and Hunterdon Library System can be added to the MAIN database. During this time the Library will be offline and patrons will need their Library card to check out materials. As being offline historically results in a high degree of patron frustration directed at the circulation desk, Ms. Luderitz recommended closing on Sunday, January 10 during the migration process as do other libraries. Ms. Mayer made a motion to approve closing the Library on Sunday, January 10, 2021 due to the migration. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey,

Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

**IX Public Comments**

No public comments.

**X Executive Session**

Ms. Semper 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 the following personnel matters: interim director salary. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists.

The motion was seconded by Ms. Mayer and unanimously approved.

The Board entered Executive Session at 9:09 p.m. and returned from Executive Session at 9:12 p.m. to resume the open public meeting.

**XI Resolution 2020-25: Resolution To Increase the Interim Library Director Salary**

Ms. Semper made a motion to approve Resolution 2020-25, which increases the salary for Interim Director Marygrace Luderitz to meet the NJLA Minimum Salary Recommendation for 2021, for Director, Library Structure B which will be effective as of January 1, 2021. Ms. Kosempel seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes; Ms. Celeste, Yes.

**XII Adjournment**

On motion by Ms. Semper, seconded by Ms. Mayer and approved unanimously, the meeting was adjourned at 9:31 p.m.

Respectfully Submitted,

Joanna Askey

Secretary