

**Long Hill Township Public Library
Board of Trustees Meeting
December 18, 2019**

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, Sally Semper.

In Attendance:

Joanna Askey	Jonathan Kelly	Lisa Butler	Lynette Schneider
Sally Semper	Nancy Burtnett	Suzanne Kosempel	

Also present:

Marygrace Luderitz, Acting Library Director
Lisa Hoffman, Library Foundation
Kimberly Celeste, Member of the Public

Excused: Izzy DeBiasse, Mary Mayer

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 President's Remarks

Ms. Semper welcomed Ms. Hoffman and Ms. Celeste.

Ms. Semper thanked Ms. Luderitz, the Library staff and former director Lyn Begraft for their work during the past year. The Board has been continually impressed by the staff's dedication through many challenges and their support for each other; we are fortunate both as a Board and as patrons. She thanked Ms. Luderitz for her extra work during the director transition.

On behalf of the Board, Ms. Semper thanked the Friends of the Library and the Library Foundation for their financial support during the difficult financial situation this year.

After eight years on the Board, this is Ms. Burtnett's final Board meeting. Ms. Semper thanked Ms. Burtnett for her many years of service on the Board.

V Consent Agenda

Director's Report

In addition to her written report:

During winter furnace maintenance, it was discovered that out of the building's eleven furnaces two are leaking and two are not functioning. These furnaces are original to the building and trusses and supports will need to be removed to replace one of the furnaces. Ms. Luderitz has contacted the town engineer about next steps.

The Township previously covered the cost to replace Furnace #8, and it is hoped that the Library will receive Township assistance in replacing and repairing the current malfunctioning furnaces. There will also be further discussions with the Township about the possibility of the Township assuming Library utility costs.

On a related note, after the recent traffic accident on Valley and Mountain knocked out power to part of the Township, Emergency Management officials requested that the Library remain open beyond its usual hours for use as a warming center. As acting Director, Ms. Luderitz approved the request but wanted to verify the procedure for opening beyond usual operating hours. It was agreed that, if possible, the Library should be open under such circumstances and that the Board President should be notified.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

October 20, 2019 Regular Meeting and Executive Session.

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

VI Committee Reports

Personnel – The Personnel Committee provided an update on the Director Search. They have interviewed three candidates and are in the process of deciding next steps to be taken in January. The Committee would like to thank Ms. Luderitz for her assistance with the hiring process.

The telephone/internet policy in the Personnel Manual will be upgraded with a policy regarding headphone/personal device use.

There was discussion about whether the current contract for temp help is meeting staffing needs or should be revisited. Ms. Luderitz will update on this if necessary.

Technology – The Windows 10 upgrade will be completed by the end of the year.

VII Old Business

- **Fines and Fees Schedule:** At our last meeting, it was decided that the fine for kids' DVDs would remain at \$1 per day but that the maximum amount per item would be capped at \$3. It turns out this fee structure does not fall under MAIN Circulation Committee standard fines, which we must follow. Instead, kids' DVD fines will be reduced to \$0.50 per day and the per item cap will remain at \$5.00. Ms. Semper made a motion to approve the Proposed 2020 Fine and Fee Schedule as amended. The motion was seconded by Ms. Kosempel and unanimously approved.
- **Resolution 2019-18A:** Resolution 2019-18 approved a release of up to \$4,800 from the Acorn Fund for new seating in the adult area. Additional funds (\$199) will be needed to complete the purchase. Ms. Semper moved to amend Resolution 2019-18 to provide for up to \$4,999 to be paid from the Acorn Fund for new seating in the adult area. The amendment was seconded by Ms. Askey and unanimously approved.
- **Resolution 2019-19 to Eliminate Mandatory Replenishment for Certain Restricted Funds:** Resolutions 2008-07 and 2008-08 established Reserve Funds for Technology Upgrades and Improvements and for Capital Maintenance Expenditures. Both resolutions, which were passed at a time when the Library had a budget surplus, require that the funds be reimbursed when the fund balances fall below \$15,000 and \$50,000, respectively. It was intended that operating surpluses would be used to replenish the funds.

Unfortunately, current and anticipated future budgets do not provide operating surpluses with which to satisfy the replenishment requirements. Resolution 2019-19 removes the mandatory replenishment requirement from Resolutions 2008-07 and 2008-08, and replaces it with the following: *The Fund will be reimbursed as operating funds allow and/or at the discretion of the Board of Trustees of the Long Hill Township Public Library.* Ms. Schneider made a motion to approve Resolution 2019-19. Mr. Kelly seconded the motion which was unanimously approved.

VIII New Business

- **Library Foundation Update:** Ms. Hoffman reported that the Foundation is on track to meet its 2019 fundraising goal.

She also presented a donor recognition plaque for placement in the Library as previously approved by the Board. Two points were discussed: First, it was suggested that there be a set donation amount or criteria by which a recognition plate will qualify for addition to the plaque. Second, as the plaque is in the name of the Foundation and Friends, there should be coordination with the Friends to ensure that donations made to the Friends which meet recognition criteria may also be recognized on the plaque. Ms. Hoffman will follow up on this.

IX Public Comments

No 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 personnel and financial matters. The motion was seconded by Mr. Kelly and approved unanimously.

The Board entered Executive Session at 8:15 p.m. and returned from Executive Session at 8:40 p.m. to resume the open public meeting.

XI Adjournment

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Joanna Askey
Secretary