

**Long Hill Township Public Library
Board of Trustees Meeting
February 15, 2023**

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 7:36 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Angela Cuonzo, Julie Mazur, Shannon Butler, Karen Remington, William Menard. **Also present:** Marygrace Luderitz, Library Director; Heather Gillis, Library Foundation Representative.

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 the new wrapping on the book drops looks great.

Ms. Kosempel expressed positive feedback about all of programming.

Ms. Kosempel thanked Ms. Luderitz for the graphs in the Board Packet which gave a visual understanding of the difference of the funds received vs. expenses. The graph noted the significant increase in expense over the years in comparison to the increase in millage.

Ms. Kosempel thanked Ms. Askey for forwarding her the article from the NY Times about Libraries and the reasons they are appreciated.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz reports the extra evening hours are going well with patrons coming in during those hours.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Luderitz states the millage should be coming soon. She noted 2 errors on the Expense Report that have already been corrected.

Acceptance of the Minutes from the following meeting:

January 18, 2023 Regular Meeting and Reorganization Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes; Mr. Menard, Yes. The motion was unanimously approved with Ms. S. Butler abstaining on the minutes.

VI Committee Reports

Strategic Plan- See Old Business

VII Old Business

- **Swearing in of Shannon Butler:** Ms. S. Butler was sworn in as the Superintendent's Representative for a one-year term.
- **Strategic Plan Update:** Ms. Luderitz received a 4th bid for the Strategic Plan in addition to samples from Libraries that have used them. The Strategic Plan Committee will work with Ms. Luderitz to review the proposals and plan to have a recommendation for the next meeting.

VIII New Business

- **School Updates:** Ms. S. Butler gave updates of the activities upcoming for February and March in the schools. She has been in close contact with Ms. Luderitz, Ms. Ashbrook, and Ms. Buban to have displays and books available to coincide with the

themes at the schools. She expressed gratitude to the Library staff for working in cooperation with the schools to assist students in finding books for these themes.

- **HVAC:** Ms. Luderitz reports she is getting quotes to replace vs repair the ERV HVAC system (Energy Recovery Ventilator). There was a proposal to replace one for \$44,000 which is much higher than was estimated in the Falcon Report. Ms. Luderitz is looking into the possibility of repairing and is getting more information to bring back to the Board.
- **Policy Review:** There was a discussion regarding how to process a Library card for an individual who does not have an address (referred by the Town's Community Service Program). This situation has been resolved (individual now has an address). In addition, there was a discussion regarding how to enforce policies while balancing keeping to the mission of the Library. It was decided that the Administrative Committee will follow up on evaluating the policies.

.IX Public Comments

Ms. Gillis stated the donation from the Foundation was delivered to the Library last month. She stated the Annual Appeal will continue until the end of March. They have raised almost \$25,000 so far. The Library is promoting the appeal and two of the upcoming programs will be promoted as being sponsored by the Foundation. The Board expressed continued appreciation to the partnership and support from the Foundation.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. S. Butler and approved unanimously, the meeting was adjourned at 8:44 p.m.

Respectfully Submitted,
Lisa Butler
Secretary