

**Long Hill Township Public Library  
Board of Trustees Meeting  
February 16, 2022**

**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 7:32 p.m. by Board President, Suzanne Kosempel.

**Roll Call**

**Present:** Suzanne Kosempel, Sally Semper, Joanna Askey, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo, Joanne Lavender, Shannon Butler. **Also present:** Marygrace Luderitz, Library Director; Caren Tolleth, 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 states the updated Board Member Contact List has been sent to the Library to keep on record. She also states there is a New Trustee Training offered via zoom available for the new trustees or as a refresher for any members. She asked if anyone attends to let her know to track the hours.

Ms. Kosempel noted all Trustees will be receiving the yearly email from the Township clerk with the Annual Financial Disclosure statement which is usually due back in April.

Ms. Kosempel also complimented the new catalog (Aspen). In addition, she noted the creative “Blind date with a book” Program and the hearts where you can write your favorite book for display.

## **V Consent Agenda**

### ***Director’s Report***

#### ***In addition to written report:***

Ms. Ludertiz reported there was a minor incident with the sliding door last weekend. Some kids tried to get the door open. The Town DPW has a possible idea of a deterrent to put on the door.

Ms. Luderitz states we have a new bookkeeper. Since she was the previous bookkeeper for the Library she is able to provide some helpful history and information.

### ***Treasurer’s Report***

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

Ms. Luderitz reports they decided to slim the reports included in the Board Packet as some are able to be reviewed by the Finance Committee and not found necessary to include monthly in the packet.

There was a question on the expenses for repairs as 71% of the budget for the year has been spent already. Ms. Luderitz noted that in January there were repairs needed by the plumber, electrician and the waterlog mats were needed for the entrances. It was noted that last year repairs were under budget, and therefore Ms. Luderitz lowered the repair budget for this year. She stated as more repairs are needed, we can use capital expense and also hopes the Town may allot us money for repairs.

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

January 19, 2022 Regular Meeting and Reorg Meeting. 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. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved.

## **VI Committee Reports**

### ***Administrative Policy Manual and Bylaws –***

- The Committee is reviewing the Finance Section.
- We will need to reapprove the Bylaws, as the officer descriptions need to be included in the Bylaws.

***Strategic Plan –***

- The Strategic Focus is through the end of 2022. There is a process through MAIN regarding the Strategic Plan that will be used in drafting the next Strategic Plan.

***Building and Grounds –***

- Ms. Luderitz reports the Township has agreed to replace the slippery/broken tiles at the entrances to the Atrium. Waterhog mats were purchased in the meantime until the work is done in the Spring.

***Finance –***

- Ms. Mayer is continuing to meet with the new bookkeeper to continue to organize the financials.

***Personnel –***

- See Old Business

**VII Old Business**

- Personnel Manual 2022 Holiday Schedule: As previously discussed, the holiday schedule will be reviewed yearly to ensure the full-time employees receive the appropriate number of floating holidays. Full time staff are granted floating holidays for each of the four (4) designated holidays that the library is open and they work. However, the number of floaters the full-time staff receive can vary based on the calendar year, especially if the Christmas/New Year holidays fall on a weekend. The holidays and floaters will be documented in the Administrative Policy Manual Appendix.
- Ms. S. Butler gave an update on happenings in the schools. She discussed details of March Madness via book reading and Read Across America events.

**VIII New Business**

- There was a discussion on how to handle requirements regarding masks once the schools make masks optional 3/7. It was decided to relax the guidelines to a mask optional/preferred status and adjust as needed.

**IX Public Comments**

Ms. Tolleth reports The Foundation's 2022 Annual Appeal continues to be very successful.

**X Adjournment**

On motion by Ms. L. Butler, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 8:19 p.m.

Respectfully Submitted,  
Lisa Butler  
Secretary