

Long Hill Township Public Library

Board of Trustees Meeting

February 17, 2021

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, Mary Mayer, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Interim Director; Kate Balboni, Library Foundation Representative

Excused: Jonathan Kelly, Michael Vitarello,

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. Electronic notice of the meeting has been provided.

IV President's Remarks

Ms. Kosempel asked the Board doing to do Introductions since we have new members on the Board.

Ms. Kosempel made note of a nice article done by the Long Hill Leader regarding Arline Most who recently passed away. She served as Library Director from 1993-2005.

Ms. Kosempel stated that she attended the Mahwah referendum training which discussed ways to request additional money above the millage. She will pass along information to the Board that she received at the meeting. Ms. Kosempel also shared that she learned of the “MAIN” app, which you can put on your phone and that it is very user friendly and helpful.

V Consent Agenda

Director’s Report

In addition to written report:

Furnace Replacement: There was a discussion about the furnace replacement. Ms. Luderitz is evaluating quotes from 2 contractors and a decision will be made on how to proceed. The hope is that the Township will cover the cost to replace this.

Pipe in the meeting room: There was a previous flood (2019) from a pipe freezing and bursting. The room has a cold draft and there are concerns about a repeat problem. The Plumber recommends re-routing the water line and installing a heat tracer wire only after a roofer fixes the issue causing the draft. In addition, the pipe is on the outside wall. The Contractor came and said the pipe must be moved from the outside wall prior to other work being done. Ms. Luderitz will contact the Plumber to follow up.

Ms. Luderitz attended an online webinar for New Director Training. She will follow up with the town regarding the needs of the library.

Ms. Askey asked about communication between the library and the Senior Center. Ms. Luderitz reported the Library is working with the seniors through Ms. Daley, OEM Director. There are currently 3 book clubs (2 virtual and 1 walking) and there has been good attendance by seniors.

Falcon Report: The B&G Committee had a Zoom meeting with Falcon to review the report and how to move forward. Ms. Luderitz reports they also said they plan to send an Excel spreadsheet that can be updated as items are repaired/replaced. Some items are large items regarding the building shared with the Town. Ms. Luderitz plans to discuss with the town to review a long-term plan to follow up on items that may make financial sense to repair/replace together.

Treasurer’s Report

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

The finance committee is getting a better handle on the reserve funds. The resolution today will authorize not renewing the CD's in order to put the restricted and unrestricted accounts into separate accounts by category. This will assist in bookkeeping being able to more clearly designate the different funds. There was discussion about making sure to consider any difference in interest between different types of accounts when opening the new accounts to transfer the money into.

Acceptance of the Minutes from the following meetings:

January 20, 2021 Regular Meeting, Reorg Meeting and Executive Session. Ms. Mazur made a motion to accept the Consent Agenda and the motion was seconded by Ms. Semper. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Mazur, Yes; Ms. Cuonzo. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee and Ms. Luderitz will meet next week to work on revising and updating the Admin. manual. They will also look at the addition of COVID policies. In addition, they will discuss the plan for the Emergency Procedure Manual.
- Ms. Askey reported she attended a webinar regarding Disaster Planning.

Building & Grounds –

- Falcon Group Report: The Committee met with the Falcon Group to review the Analysis of the Life Span of the capital elements in the building and potential costs to repair/replace. This plan is expected to assist in planning how much to reserve for these repairs/replacements over the next 30 years. He is going to revise a few items and send back with the revisions. This information is helpful in planning and to present in working with the town.

Personnel –

- **Labor attorney/employment agreement:** Ms. Kosempel is working with Mr. Plosia on finalizing the revised agreement.

VII Old Business

- **Resolution 2021-08: Hiring Resolution, Marygrace Luderitz:** Ms. Semper made a motion to approve Resolution 2021-08 approving the hiring of Marygrace Luderitz as Library Director, effective February, 17, 2021. Ms. Askey seconded this motion. Roll Call Vote: Ms. Mayer, Yes; Ms. Butler, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes, Ms. Cuonzo, Yes; Ms. Kosempel, Yes. This motion was unanimously approved.

- **Long Hill Historical Society Memo of Understanding:**

There was a discussion as to whether a Memo of Understanding is advisable between the library and the Historical Society regarding them having their materials in the library and offering their knowledge and services to the community. It was discussed that they are a valuable resource for the community and the library. Ms. Luderitz will ask Ms. Ashbrook to begin working with the Historical Society on this memo.

- **Covid-Related Issues (Pay, Travel, Quarrantine, etc):**

Ms. Luderitz suggested a need for including Covid policies/procedures/plans in the Manual. The Admin Committee will follow up on including this in the Admin manual.

- **Replacing eemax electric heaters:**

Ms. Luderitz updated the Board about preventive maintenance to be done for the electric water heaters. The plumber stated aging caused the flooding previously, and since the other 2 are the same age, it makes practical sense to replace these. Ms. Luderitz plans to have a resolution for this at the next meeting.

VIII New Business

- **Furnace #2 Replacement:**

Ms. Luderitz plans to present the resolution next month for the furnace replacement.

- **Resolution 2021-09: Resolution to Establish Individual Bank Accounts for Restricted and Unrestricted Reserve Funds:**

Ms. Semper made a motion to approve the Resolution 2021-09 approving the moving of the funds into individual accounts for more organized bookkeeping purposes. Ms.

Mayer seconded this motion. Roll Call Vote: Ms. Butler, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes, Ms. Semper, Yes; Ms. Kosempel, Yes. This motion was unanimously approved.

IX Public Comments

Ms. Balboni, Library Foundation Representative offered Congratulations, on behalf of the Foundation to Ms. Luderitz on her appointment of Director. She also reported the Foundation has exceeded their Fundraising goal and are excited to help support the library this year.

XI Adjournment

On motion by Ms. Semper, seconded by Ms. Butler and approved unanimously, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Lisa Butler

Secretary