

**Long Hill Township Public Library
Board of Trustees Meeting
March 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 7:37 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Shannon Butler, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Joan Fronapfel, Library Foundation Representative.

Excused: Angela Cuonzo, William Menard

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 mentioned a welcome to the 2 new staff members at the Library.

Ms. Kosempel expressed being delighted about all of the events noted in the packet reports.

Ms. Kosempel gave positive feedback regarding the newly upholstered chairs.

Ms. Kosempel advised all members to look for an email from the Township Clerk with the Annual Financial statement to be completed in April.

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

There was a discussion regarding an error in the Income/Expense Report regarding the reserves which will be corrected.

Acceptance of the Minutes from the following meeting:

February 15, 2023 Regular Meeting.

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

VI Committee Reports

Administrative Policy – The Admin Committee has made updates to some sections of the Manual and the Finance Committee has made updates to the Finance Section of the Manual. These have been emailed to the Board for review and discussion in April. The Draft Reconsideration Form was emailed for review. It was discussed to do it all together at the April meeting.

Strategic Plan- See Old Business

VII Old Business

- **Strategic Plan: Resolution 2023-09 Approval to Hire Library Crossroads Consulting Firm.** The Strategic Plan Committee and Ms. Luderitz reviewed 4 bids for the Strategic Plan, in addition to samples from Libraries that have used them. The Committee recommends using Library Crossroads Consulting Firm. There was a discussion about the reasons for this recommendation. There was also a discussion regarding which budget line the money for the Strategic Plan would come from. The

Strategic Plan will plan to guide the Library for the next 5 years. Ms. Kosempel made a motion to approve Resolution 2023-09 to Hire Library Crossroads Consulting Firm to develop the Strategic Plan for the Library. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes, Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes, Ms. S. Butler, Yes. The motion was unanimously approved.

- **Resolution 2023-08 Approval of Restricted Acorn Fund Expense for Chair Reupholstery.** Ms. Semper made a motion to approve Resolution 2023-09 to use up to \$12,000 from the Acorn Reserve Account to reupholster 16 of the Library chairs. The motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes, Ms. S. Butler, Yes. The motion was unanimously approved.

VIII New Business

- **Friends Shred-it Day April 22 10am-2pm.**
- **Annual State Report:** Ms. Luderitz states she has submitted the Annual State report.
- **Stirling Street Fair April 23 10am-5pm:** The Library table at the Fair is usually covered by Library Staff, Board Members, and Members of the Foundation and Friends. Ms. Kosempel will email a sign-up sheet for Board Members to help staff the Library table at the event.
- **Approve End-of-Year Financial Reports:** The Final 2022 Financials packet was emailed out for review. There was a discussion of two necessary corrections noted by Ms. Askey and Ms. Semper. Ms. Kosempel made a motion to approve the Final 2022 Financials with the 2 corrections as noted. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, No; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes, Ms. S. Butler, Yes. The motion was approved with a vote of 6-1.
- **Resignation of Board Member:** Mr. Menard is resigning his position on the Board as he is relocating out of state. We will reach out to the Township to see if they have any volunteer applications to pass along for the position.
- **Township Administrator:** The Township Administrator is leaving her position and a new individual will fill the position. Ms. Luderitz reports she will meet with the current Administrator before she leaves to discuss the budget.

.IX Public Comments

Ms. Fronapfel stated the Foundation is a few weeks away from wrapping up their 2022 appeal. They are happy they met their annual goal. However, she states it is unlikely they will meet the goal to do a second donation to the Library. Both groups expressed gratefulness regarding the positive communication between the Foundation and the Library Board. Ms. Kosempel expressed that the Foundation and Friends would be invited to provide feedback for the Strategic Plan development.

X Adjournment

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

Respectfully Submitted,
Lisa Butler
Secretary