

**Long Hill Township Public Library
Board of Trustees Meeting
March 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 7:31 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; Kate Balboni, 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 thanked those Board Members who attended the New Trustee Training.

Ms. Kosempel stated she has been impressed by the reports and programming by Ms. Ashbrook and Ms. Buban. She stated it was helpful to see a list of the upcoming programming. In addition, she noted the new shelf markers are a great idea.

Ms. Kosempel noted probably by the end of the month, all Trustees should be receiving the yearly email from the Township clerk with the Annual Financial Disclosure statement which is usually due back in April.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz thanked Ms. S. Butler for the information from the schools on Read Across America as they were able to display and make available books for the themes the school was doing. Since the Kindergarten Library trip was so successful, Ms. Luderitz initiated the idea of 1st and 2nd graders doing a Library trip. Ms. S. Butler is following up with the 1st grade team to try and schedule a Library trip to get Library cards and do a visit. The idea of the 2nd graders visiting is more complex as they cannot walk to the Library.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

February 16, 2022 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. S. Butler. 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 with the minutes approved as amended.

VI Committee Reports

Technology –

- Update on the self-checkout station needing to be returned for repair. Ms. Luderitz reports the touch screen was freezing continuously and attempts to fix it were unsuccessful. Therefore, it was returned to MAIN for troubleshooting.

VII Old Business

- Ms. Luderitz reports the Library continues to operate under the Proposed Austerity Budget until the Town approves their budget. As they prepare for the Summer Reading Program, adjustments are being made to ensure programming is able to be planned. Ms. Luderitz gave a brief summary about how the budget process works and opened it up to questions for both old and new Board members. This included reviewing the helpful chart she included in the packet to give a visual of the expenses vs. Millage and State Aid. This demonstrated the need to our request to the Township for assistance. In addition, the appreciation of assistance from the Friends and the Foundation was noted.

VIII New Business

- **Resolution 2022-11 Restricted Tech Fund Purchase - Computer Fund Purchase:**
Ms. Mazur made a motion to authorize up to \$1,000 from the Restricted Technology Reserve Account for the purchase of a new computer for the Bookkeeper which was last replaced in 2017. Ms. L. Butler seconded this motion. 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.
- **Fine Amnesty for Long Overdue Books during National Library Week (April 3-9):**
There will be an offer for those families with long overdue books to return the book(s) during National Library Week and have their fines be cleared. This would help clear these outstanding fines from the system.
- **Stirling Street Fair 4/24:** The Library will have a table and a schedule will come out shortly for any Board Members to help man the table. It was suggested to have some Bonfire merchandise available to advertise and purchase. The Library will also participate in the Town Egg Hunt 4/9.
- **PTO Box Tops:** There was a brief discussion about the PTO request to see if the Library can advertise the Link for Box Tops to raise funds for the Township Schools. Ms. Luderitz will help coordinate to make this happen.
- **Board Meeting Format:** There was a discussion of the pros and cons of continuing to meet via zoom. We will continue on zoom at this point, with continued discussion in the future.

.IX Public Comments

Ms. Balboni reports The Foundation’s 2022 Annual Appeal has been very successful and surpassed their fundraising goal.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:27 p.m.

Respectfully Submitted,
Lisa Butler
Secretary