

**Long Hill Township Public Library
Board of Trustees Meeting
March 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 7:34 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Mary Mayer, Jonathan Kelly, Lisa Butler, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Director; Caren Tolleth, Library Foundation Representative
Excused: 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 stated that Mr. Vitarello sent a report with updates on schools collapsing cohorts and offering five days of in school instruction, and also some spring sports beginning. This report was forwarded to Board Members.

Ms. Kosempel acknowledged the hard work of Ms. Luderitz and staff for gathering the needed data for the state report for state aid.

Ms. Kosempel acknowledged Ms. Ashbrook and Ms. Buban for doing a great job in the creative and diverse programming they have been offering. In addition, she noted that Ms. Ashbrook did a lot of work to reorganize the Adult Collection and that it looks great.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz advised that Town Hall will hold the budget meeting on Wednesday 3/31 at 4pm. She will attend this meeting and present our request for assistance.

Treasurer's Report

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

The finance committee provided an update that the reserve accounts are in process. Both CDs are closed and the 4 new accounts are opened. They are working out the final details and plan to have final totals and a resolution for the next meeting.

Acceptance of the Minutes from the following meeting:

February 17, 2021 Regular Meeting. Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved with Mr. Kelly abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee met to work on revising and updating the Admin. Manual, In-Charge manual, and Emergency Procedure Manual. They are working on making these google documents so the most recent version is easily able to accessed by all staff and trustees.

Strategic Plan –

- Once the state report is complete, the Committee will work on updates.

Building & Grounds –

- The furnace and Eemax will be replaced once the Resolutions are approved tonight.

Finance –

- Ms. Mayer is working on putting together a document to help new Board members understand the monthly spreadsheets. Any Board members are welcome to give her any suggestion for items to add to the document.

Personnel –

- The Personnel Manual will have some updates due to COVID related changes.

VII Old Business

- **Resolution 2021-10: Approval of Restricted Capital Maintenance Fund Expense (Replacing Eemax heaters):** Ms. Mazur made a motion to approve Resolution 2021-10

approving use of Capital Maintenance Funds to replace the Eemax heaters. Ms. Askey seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

- **Resolution 2021-11: Approval of Restricted Furnace Reserve Fund Expense (Replacing Furnace #2):** Mr. Kelly made a motion to approve Resolution 2021-11 approving use of Restricted Furnace Reserve Funds to replace the Furnace #2. Ms. Semper seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Falcon Report:** Ms. Luderitz will update Falcon Group of the Furnace and Eemax replacements so they can update the Excel spreadsheet.
- **Extending Winter Hours:** Ms. Luderitz reports that there are very few patrons in the evenings and requests to keep the closing time at 7pm. It was agreed that this makes the most sense and we will revisit this topic at the next Board Meeting.

VIII New Business

- **Resolution 2021-12: Resolution Approving Extension for Temporary Budget from March 31 to April 30:** Ms. Mayer made a motion to approve Resolution 2021-12 approving the Temporary Budget. Ms. Askey seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2021-13: Resolution Changing the Name of the Restricted Capital Maintenance Expense Fund:**
Mr. Kelly made a motion to approve the Resolution 2021-13 approving changing the name of the fund to the Capital Reserve Fund. Ms. Mazur seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2021-14: Resolution Changing the Name of the Restricted Furnace Reserve Fund:**
Ms. Mayer made a motion to approve the Resolution 2021-14 approving changing the name of the fund to the HVAC Reserve Fund. Ms. Cuonzo seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Mr. Kelly, Yes; Ms.

Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

- **Library Anniversary:** Ms. Ludertiz noted that last April was the library's 15-year Anniversary. With COVID, there was no chance to celebrate. She is working on an idea of an outdoor socially distanced "Sweet 16" party this Spring or Summer to celebrate this milestone.
- **COVID Related:** There was a discussion regarding current protocol regarding bathroom cleaning and precautions and book quarantining. These are remaining as is and will continue to be evaluated. It was discussed that we will restore public access through the Kantor Park entryway for patrons. It was discussed that some volunteers that have been vaccinated have expressed the desire to resume their volunteer hours. It was agreed to have them resume volunteering.

IX Public Comments

Ms. Tolleth, Library Foundation Representative reported that as of last month, the Foundation has raised \$26,056 from their annual appeal. March 31st is the last day of the appeal.

May 8th is the next Friends Community Shred it Day.

XI Adjournment

On motion by Mr. Kelly, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:21 p.m.

Respectfully Submitted,

Lisa Butler
Secretary