

Long Hill Township Public Library
Board of Trustees Meeting
March 20, 2019

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, Sally Semper.

In Attendance:

Suzanne Kosempel	Joanna Askey	Izzy DeBiasse	Mary Mayer
Lynette Schneider	Sally Semper	Nancy Burnnett	Jonathan Kelly
Lisa Butler			

Also present:

Lyn Begraft, Library Director

II Pledge of Allegiance

President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Ms. Semper read the statement of compliance with the Sunshine Law.

IV President's Remarks

Ms. Semper thanked Jill Hackett for pulling together the Library statistics and preparing the state report.

The remediated meeting room with its new paint and carpet and the kitchen both look great.

Ms. Semper also noted that there have been many well attended children's events over the past couple months.

V Consent Agenda

Director's Report:

In addition to her written report:

Budget--The Township is not yet ready to move ahead with its budget. There will be a department head meeting on Saturday April 13 at which the Library will formally present its funding request. Ms. Begraft is unable to attend and needs a volunteers(s) to attend and present.

There was a question about the status of the Harrow Plow. The plow will not be displayed in the Atrium because of safety and insurance reasons.

Treasurer's Report

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

A question was raised about a possible duplicate payment in the check detail/bill list.

Acceptance of the Minutes from the following meeting:

February 27 Regular Meeting and Executive Session.

A correction was made to the regular meeting minutes. Ms. Kosempel made a motion to accept the Consent Agenda and approve the minutes as amended. The motion was seconded by Ms. Askey and was approved, with Mr. Kelly abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – Ms. Askey and Ms. Begraft met regarding the security camera policy and the policy for responding to law enforcement requests. The committee plans to have a draft for Board consideration at the April meeting.

Building & Grounds – no report

Finance –In order to finalize the budget, the committee needs to know whether the Township will be able to provide any of the requested funding.

Ms. Schneider has prepared an overview of income and expenses for 2019. This budget trims discretionary expenses (such as programming and materials) and includes financial contributions from the Library Foundation and the Friends. However, the Library will still need an additional \$38,645 to cover its expenses.

Another concern is that we do not know what the cost of inter-library loan delivery services will be after June 2019. Currently there is \$5,000 budgeted towards that expense.

The Board discussed additional budget saving measures (such as closing on Sundays, cuts to publicity and staff development and early evening closings) and possibilities for bringing in revenue. It has been determined that, if necessary, the Board could approve a withdrawal from the Acorn fund to cover expenses. Ms. Schneider asked the Board to think about and be ready to discuss these budget decisions at the next meeting.

On a related issue, there was a discussion about updating the way patrons pay for copies.

Ms. Schneider made a motion to approve Resolution 2019-09 Approving an Extension for the Temporary Budget. The motion was seconded by Ms. Semper and unanimously approved.

Technology – no report

Strategic Plan – no report

Personnel – The Library is fully staffed at this time.

Nomination – no report

VII Old Business

- **Requests by HPAC/Historical Society**

Ms. Begraft met with Ms. Semper, Mr. Kelly and Ms. Burnett to start the process of evaluating the requests for space by HPAC and the Historical Society.

VIII New Business

- **Stirling Street Fair**

The Stirling Street Fair will be held Sunday April 14. The Library table will need to be staffed from 10-3. The Foundation plans to have a representative at the table and we will see if the Friends can offer some assistance. Board members are asked to sign up with Ms. Burnett.

- **2019 State Report**

Ms. Begraft presented the New Jersey Annual Data Collection report for 2019 and answered questions from the Board. Ms. Kosempel volunteered to begin researching additional grant funding for programming and materials.

- **Resolution to Approve Flood Related Costs from Capital Fund**

The Library should be receiving its insurance reimbursement in April. In the interim, payments to the contractors for emergency work to remediate the flood and repair the kitchenette and meeting room will need to be paid from the Capital Maintenance and Repair Fund. The Fund will be reimbursed once the insurance funds are received.

Ms. Semper made a motion to approve Resolution 2019-10 Approving Flood Related Costs from the Capital Fund. The motion was seconded by Ms. Mayer and was approved unanimously.

IX Public Comments

No comments.

X Swearing in New Board Member Lisa Butler

Ms. Semper swore in Lisa Butler for a one-year term as Mayor's representative.

XI Adjournment

On a motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

Joanna Askey
Secretary