

**Long Hill Township Public Library
Board of Trustees Meeting
April 19, 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 7:31 p.m. by Board Vice President, Sally Semper.

Roll Call

Present: Suzanne Kosempel (joined at 7:46pm), Sally Semper, Joanna Askey, Lisa Butler (left at 8:39pm), Julie Mazur, Angela Cuonzo, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Kimberly Celeste, Library Foundation Representative.

Excused: Shannon Butler

II Pledge of Allegiance

Vice President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Ms. Semper 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. Semper advised all members they should have received the email from the Township Clerk with the Annual Financial statement to be completed in April. Some members did not receive it. Ms. Semper will reach out to the Township Clerk.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz reports the Township Clerk asked if the town could use the large meeting room for the June and November election. Ms. Luderitz was in agreement on this. There are some items that need repair to ensure the building is ADA compliant and Township plans to address these to be in compliance for the elections.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Luderitz states they are using a new Quickbooks Program. Ms. Luderitz is working on adding in the specific lines where checks are coming out of. She also noted there are some adjustments needing to be made to this new system to include all of the information as it was formally displayed.

The revised Financials from last month are also included in the Board Packet.

Acceptance of the Minutes from the following meeting:

March 15, 2023 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms.

L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.

VI Committee Reports

Administrative Policy – See Old Business

Strategic Plan- Ms. Luderitz reports there was a brief “kick off” meeting held with Library Crossroads and Library staff to discuss the process that will be involved in the Strategic Plan. The process will include surveys, interviews, full demographic analysis, and focus groups. There was a discussion regarding who should be involved in the focus groups and also it was discussed to consider offering the surveys and groups in different languages.

Building and Grounds- See New Business

Finance – Corrected copy of the end of year 2022 report was included in the packet. The Township will introduce the budget next week and the Township will vote on 5/24.

VII Old Business

*Ms. Kosempel took over the minutes at this point as Ms. L. Butler was excused early.

- **Admin Policy Update Review:** Ms. Askey provided background concerning the proposed updates to the Library’s Admin Manual. She also provided an overview of the changes. After group discussion, some changes still need to be made to the Admin Manual revisions. Ms. Askey will make the edits of the sections under review and these will be presented next month to the Board for a vote to approve. Ms. Kosempel offered to help with making the edits.
- **Friends Shred-it Day April 22 10am-2pm:** Ms. Askey stated that the Library is already off to a good start of \$450 from the Township for the Friends’ Shred It Day fundraiser. The Township has set aside 45 boxes which need to be shredded.
- **Stirling Street Fair April 23 10am-5pm:** Ms. Kosempel thanked all who volunteered to help with the Library’s table at this Sunday’s Street Fair. Ms. Luderitz stated that we will have bubbles! Ms. Kosempel informed the Board that there will be children’s library card designs presented for the children to vote on at the Library’s table as well.

VIII New Business

- **Resolution 2023-10 Approval to Accept Maintenance Contract with TLP:** Ms. Askey made a motion to approve Resolution 2023-10 to pay \$5,520 in 2 installments of \$2,760 to TLP for a HVAC maintenance contract upon completion of each inspection. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Friend’s Panera Fundraiser:** Ms. Semper noted that the next Panera fundraiser is on April 27. They raised over \$105 from the last Panera fundraiser.

IX Public Comments

None

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:46 p.m.

Respectfully Submitted,
 Lisa Butler
 Secretary