

Long Hill Township Public Library
Board of Trustees Meeting
April 21, 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, Lisa Butler, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Library Director; Claudia Mott, Library Foundation Representative

Excused: Michael Vitarello, Jonathan Kelly

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, Superintendent's Representative sent a report with updates on schools beginning the option of five days of in school instruction, and also some spring events being planned. This report was forwarded to Board Members. It was discussed that Ms. Buban and Ms. Ashbrook are working on ideas to provide resources for Medieval Day. There was a discussion regarding increasing the collaboration between the Mayor's representative and the Superintendent's representative with the Mayor and Superintendent on information and events.

Ms. Kosempel made note of some great activities and events including: The Story Walk in honor of Arline Most; the make and take crafts, and other programs continuing to be offered to patrons. In addition, she noted it is very exciting to have the 10 new Launchpads donated by The Mom's Club.

Ms. Kosempel acknowledged the wonderful Infographic that Ms. Luderitz provided in her report which includes great visual detail of the services being provided to the community. She also noted that its great that circulation numbers are demonstrating how much the community is using the library.

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 reports that the new furnace, heaters and faucets were installed. In addition, a Maintenance Agreement was signed for a year which will be financially beneficial.

Ms. Luderitz set up a google documents class which is open for Board Members to attend to assist in the transition of the Library documents to google docs. It will be held 4/26 at 7:30pm. There are plans for an additional one open to the public in May.

Treasurer's Report

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

The finance committee are continuing to finalize interest and balance details and plan to have final totals and a resolution for the next meeting.

Acceptance of the Minutes from the following meeting:

March 17, 2021 Regular Meeting. Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Semper. 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 as amended.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee is continuing to work on revising and updating the Admin. Manual, In-Charge manual, and Emergency Procedure Manual.
- A Social Media Policy is being developed and reviewed by the Committee.

Strategic Plan –

- The Committee met and are working on the Strategic Plan. Due to COVID, Ms. Luderitz is drafting a Strategic Focus to use for the next year (2021-2022). In the meantime, surveys and data gathering will be completed to devise the Strategic Plan for 2022-2025.

Finance –

- **Budget:** There was a discussion regarding the Library's request for additional appropriation from the Township. There was a brief discussion of a records request as well as summary of the status of the quiet study room and storage of historical documents. Ms. Luderitz will attend the Town Budget Meeting to request the appropriation.

Technology –

- There will be a google documents class open to all Board members 4/26 at 7:30pm.

VII Old Business

- **HVAC Maintenance Agreement:** A one year maintenance agreement was signed for May 1, 2021 – April 30, 2022. Ms. Luderitz reports the maintenance company will check the AC units in the beginning of May.
- **Extending Winter Hours:** Ms. Luderitz reports that there continues to be very few patrons in the evenings with no requests for later service. She 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.
- **Fines:** A discussion was held about bringing back fines by the end of May. It was discussed that fines are an incentive for materials to be returned in a timely manner. The Library will publicize the return of fines at the Front desk and the Library newsletters.

VIII New Business

- **Resolution 2021-15: Resolution Approving Extension for Temporary Budget from April 30 to May 31:** Ms. Butler made a motion to approve Resolution 2021-15 approving the Temporary Budget. Ms. Kosempel seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Self-Checkout station:** There was a discussion about installing a self-checkout station. Advantages include: contactless checkout, privacy of materials being checked out, and reducing wait times to complete check-out. Ms. Luderitz is gathering more information and will report back.
- **Water Shut Off-Valve:** Ms. Luderitz updated that it was found that the water shut off is in the municipal building which is not always accessible during Library operating

hours, or during after-hours emergencies. She suggests adding a shut-off valve in the library. She got an estimate of \$885. In addition, she suggests moving the water pipe in the meeting room kitchen to an inside wall as this has been of concern in the past, specifically when the pipe burst and caused a flood. She got an estimate of \$1,200. We will await the results of the Township Budget meeting to proceed on these matters.

IX Public Comments

Ms. Mott, Library Foundation Representative reported that the Foundation surpassed their goal. Ms. Semper offered gratitude to Ms. Mott and other Foundation members in personally matching funds that were donated.

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

XI Adjournment

On motion by Ms. Askey, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:54 p.m.

Respectfully Submitted,

Lisa Butler
Secretary