

Long Hill Township Public Library
Board of Trustees Meeting
May 17, 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 7:41 p.m. by Board Vice President, Sally Semper.

Roll Call

Present: Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Shannon Butler, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Emily Chen, Member of the Public, Tom Parziale, Library Foundation Representative.

Excused: Suzanne Kosempel

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 noted a special Thank you to the Long Hill Mom's Club for gifting the Library on Wheels in the Children's Section. The feedback is that it is very popular and patrons are enjoying it.

Ms. Semper thanked those who volunteered at the Library table at the Street Fair and made it successful. She also thanked Ms. Luderitz, Ms. Ashbrook, and Ms. Buban for their hard work to organize fun activities and give-aways for the event.

Ms. Semper also congratulated the Friends' for a very successful Shred-it-day.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz reports the Construction started Monday in preparation for the Library to be used as a polling station on 6/6: handicapped ramp in the front is done, the area at the front and back door is almost done and the milling and paving will be worked on Thursday and Friday. It is due to be completed by Friday.

Ms. Luderitz discussed the Strategic Plan follow up: The questionnaire is being developed, they are working on forming the focus groups: The Mom's Club and Seniors will each be involved in the focus groups.

Treasurer's Report

Bill List

Operating Income/Expense Report

Ms. Luderitz states the Quickbooks Program continues to produce reports that are different than the usual reports. There was some discussion regarding specifics on the income/expense report and Ms. Luderitz clarified the information. The Township Committee meeting to discuss budgets is 5/24 with the approval of budget planned to occur 6/7.

Acceptance of the Minutes from the following meeting:

April 19, 2023 Regular Meeting.

Ms. Cuonzo made a motion to accept the Consent Agenda and the motion was seconded by Ms. Remington. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, 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 Director's report

Finance – As discussed above, the Township Committee meeting to discuss budgets is 5/24 with the approval of budgets to occur 6/7.

Technology - Ms. Luderitz reports she is awaiting the installer to put in the new security camera to replace the broken one. She also states there are 4 computers (which are supported by MAIN) which will be expiring and therefore will purchase new ones.

VII Old Business

- **Admin Policy Update Review:** Ms. Askey had emailed the Materials Selection policy, Reconsideration Form and updated sections of the Admin Manual. However, it was discovered not all members were able to access the most current version. As a group, we reviewed the Materials Selection Policy and Request for Reconsideration Form. It was decided to move forward with only this Policy and Form and await approving the updated sections of the Admin Manual until all members can access the current version and review prior to the next meeting. Ms. Askey made a motion to approve the Materials Selection Policy and Request for Reconsideration Form. The motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Financial Disclosures:** Reminder was given to ensure all members completed these annual forms.

VIII New Business

- **Swearing in of New Board Member:** Emily Chen was sworn in as the new Mayor's Representative.
- **School Updates:** On behalf of the 2nd grade teachers, Ms. S. Butler thanked Ms. Ashbrook and Ms. Buban for their participation in making it Environmental day a huge success.
- **First Amendment Audit:** There was a discussion about First Amendment Audits based off an NJLA video and how to educate staff in order to help them be prepared in case any situations arise.

IX Public Comments

Mr. Parziale thanked the Board for supporting the Library to be as successful as they are.

X Adjournment

On motion by Ms. Semper, seconded by Ms. L. Butler and approved unanimously, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,
Lisa Butler
Secretary