

**Long Hill Township Public Library  
Board of Trustees Meeting  
May 15, 2019**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:34 p.m. by Board President, Sally Semper.

In Attendance:

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

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 Executive Session**

Ms. Semper made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss the Library Director's Evaluation. The motion was seconded by Ms. Kosempel and approved unanimously.

The Board entered Executive Session at 7:35 p.m. and returned from Executive Session at 7:39 p.m. to resume the open public meeting.

**V President's Remarks**

Congratulations to Ms. Jess, whose Star Wars Day children's event was featured on the front page of the Echoes Sentinel.

Last week Ms. Semper and Ms. Begraft attended the MUF (Morris Union Federation) dinner. Our Library joined MUF in 2008; membership allows Long Hill residents borrowing privileges at Berkeley Heights, New Providence and Summit libraries (and vice versa).

The Friends' shredding event was a success and raised over \$1200.

**VI Consent Agenda**

***Director's Report***

In addition to her written report:

Next week Ms. Begraft will be attending a MAIN meeting; ILL borrowing fees are on the agenda.

***Treasurer's Report***

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

There was a question regarding insurance reimbursement funds from the kitchen flood: would these funds need to go back into the capital maintenance/repair fund or can some go into operating expenses? Ms. Begraft will look into this.

***Acceptance of the Minutes from the following meeting:***

April 17, 2019 Regular Meeting

Mr. Kelly made a motion to accept the Consent Agenda. The motion was seconded by Ms. Askey and was unanimously approved, with Ms. DeBiasse and Ms. Askey abstaining on the minutes.

**VII    Committee Reports**

***Administrative Policy Manual & Bylaws*** – the security camera policy will be discussed under old business.

***Building & Grounds*** – Ms. Begraft discussed the results of the space audit. Mr. Vinjamuri's report detailed many interesting ideas which have been put into place at libraries in New Jersey and around the United States. For planning purposes, he recommended thinking about space planning in stages: short term (6 months), next year and long term.

Some ideas for short term improvements include new painting and carpet and possibly renovating the tech room as a children's programming/adult craft/maker space. This would keep messy projects out of the newly renovated meeting room and free up the meeting room for other uses. It would also place the children's programming inside the Library proper and adjacent to the children's section.

Other possibilities for short term changes include rearranging some computer and seating areas so that these areas may be used more efficiently, improved signage (both inside and outside the Library) and adding character to walls with artwork such as copies of historic Long Hill maps. He also suggested that we use the patio area outside the meeting room as an extension of Library space.

Suggested longer term improvements include reconfiguring the front desk area and bookshelf units and adding self-checkout kiosks and self-service for holds. These systems are increasingly being used by other libraries, but self-checkout is an expensive investment.

He also recommended experimenting with various shelving and display practices both for books and DVDs. Various ideas were discussed for more efficiently utilizing areas such as the storytime corner and the “shhh” room.

**Finance** – Update from the Foundation Meeting: Ms. Begraft and Ms. Semper attended the most recent Library Foundation meeting. The Foundation has agreed to contribute \$12,000 towards the Library budget. The Foundation has specified that the funds should be dedicated to children’s programs, adult audio materials, and teen materials.

This leaves a reduced budget gap of approximately \$4000. There was general agreement that it is not necessary to reduce Library hours at this time. However, this will be reevaluated over the coming months.

Further ideas were discussed for generating revenue and covering expenses, such as charging for adult craft program materials, charging for meeting room space, and offering more business services (passports, etc.).

**Technology** – no report

**Strategic Plan** – Ms. Begraft has updated and distributed the Strategic Plan to the Strategic Plan Committee for their review. Once that is complete she will circulate the updated Plan to the Board for review.

**Personnel** – The Personnel committee thanked Ms. Begraft for her work on behalf of the Library this year. The Committee will meet with Ms. Begraft to further discuss her evaluation.

**Nomination** – no report

## **VIII Old Business**

**Security Camera Policy:** The Board has reviewed the draft security camera policy. A question was raised about police department access to the live video stream. Ms. Begraft will investigate standard practices at other libraries.

**Meeting Room Use Policy:** The Board is generally in support of charging for certain uses of the meeting room; a revised policy will be drafted. This is not intended to impact current uses by Long Hill community groups and non-profits.

**HPAC/Historical Society Update:** The subcommittee will be continuing to work with the two groups on issues such as sharing a designated space, coordinating public access to materials (which will be the responsibility of HPAC and the Historical Society) and determining the nature and extent of material for which HPAC is requesting Library space.

## **IX New Business**

**Library Presentation to the Township Committee:** Ms. Begraft has offered to appear before the Township Committee at their May 22 meeting. She will present information about the Library, such as usage statistics, programming information, etc., to illustrate the Library’s value

as a community resource. She will also be answering any questions Committee members may have. She is currently working on her report.

**Claimant Certification:** There was a brief discussion of the new rules regarding claimant certification and electronic funds transfer which will allow electronic payment of claims. This will be further discussed at the next meeting.

**X Public Comments**

No comments.

**XI Adjournment**

On a motion by Ms. Semper, seconded by Mr. Kelly and approved unanimously, the meeting was adjourned at 9:22 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary