

**Long Hill Township Public Library
Board of Trustees Meeting
May 16, 2018**

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 President, Sally Semper.

In Attendance:

Joanna Askey	Suzanne Kosempel	Mary Mayer	Jonathan Kelly
Lynette Schneider	Sally Semper	Nancy Burtnett	

Also present:

Lyn Begraft, Library Director

Excused: Joan Donahue Izzzy DeBiasse

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 Swearing in of New Board Member

Ms. Semper swore in new Board member Jonathan Kelly as Mayor's Alternate.

V 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. Mayer and approved unanimously.

The Board entered Executive Session at 7:34 p.m. and returned from Executive Session at 7:49 p.m. to resume the open public meeting.

VI President's Remarks

Ms. Semper encouraged Board members to take advantage of the webinars/short take videos offered by the NJLTA.

She expressed the Board's appreciation to Pete the Cat for his appearance at the Stirling Street Fair where he was a big hit, and to Ms. Burtnett for organizing the Library table.

Ms. Semper congratulated the Friends on their successful Shred It Fundraiser and she thanked both the Gates Avenue Knitters and the AAUW for their generous donations to the Library.

There will be a shelf reading evening at the Library on Friday April 20 -- helpers are needed.

Ms. Semper also noted that by adding the Long Hill Historical Society Library hours to the Library's website, Marygrace increased patron awareness of the group.

VII Consent Agenda

Director's Report

In addition to her written report:

The Berkeley Heights Library has reopened in its temporary home, although it is operating with a reduced collection.

There was a discussion of the FOL Children's/YA book sale to be held on Friday and Saturday June 8 and 9. On motion by Ms. Schneider, seconded by Mr. Kelly and approved unanimously, the Board approved extending Library hours on Saturday June 9 from 8:30 a.m. to 5:00 p.m. to accommodate the book sale.

The Library has received the Central School reading list. Ms. Begraft and Ms. Buban will be visiting Millington School to promote the summer reading program.

Ms. Begraft has planned a Women's Self Care Saturday to be held on June 2.

Ms. Begraft discussed the new state sick leave legislation. Over the next few weeks she will be gathering more information to determine how this legislation may affect the Library.

With the assistance of Jill Hackett Ms. Begraft has provided the Board with a history of the restricted funds. It has been determined that the Furnace Reserve Fund can be used for HVAC maintenance and not just replacement. Ms. Begraft pointed out that the furnace fund is not automatically replenished and is instead to be replenished by the Board when the need arises.

Some troubleshooting furnace work has been completed. Ms. Begraft is pushing to get the remaining maintenance done; the paperwork is being processed by Reiner.

There was a discussion of the Library audit which was completed yesterday.

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

April 18, 2018 Regular Meeting

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Schneider and was unanimously approved.

VIII Committee Reports

Administrative Policy Manual & Bylaws – The Board discussed how to accommodate non-resident teachers working in the Long Hill Schools and non-resident township employees who wish to use the Library meeting room for school or township-related matters. It was agreed that Long Hill teachers and township employees should be permitted to reserve the meeting room even if they are not township residents.

Building & Grounds – A resolution approving a release from the Furnace Reserve Fund for the HVAC maintenance contract will be prepared for the next meeting.

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – The Personnel committee will meet with Ms. Begraft to review her evaluation.

Nomination – no report

IX New Business

Presentation on the Annual State Report: Ms. Begraft gave a presentation on the Library's 2017 New Jersey Data Collection Report. She included information dating back to 2014 so that the Board could compare data from previous years and took questions from the Board.

Outreach Opportunities: The Board discussed the upcoming Memorial Day parade and the Raptor Trust benefit at the Stirling Hotel. A table at the Raptor Trust benefit may be a possibility for next year.

X Public Comments

No comments.

XI Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 9:08 p.m.

Respectfully Submitted,

Joanna Askey
Secretary