

**Long Hill Township Public Library
Board of Trustees Meeting
May 18, 2022**

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 Vice President, Sally Semper.

Roll Call

Present: Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Joanne Lavender Shannon Butler. **Also present:** Marygrace Luderitz, Library Director; Caren Tolleth, Library Foundation Representative

Excused: Mary Mayer, 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 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

Vice President, Ms. Semper made note of great news from Ms. Luderitz regarding a grant awarded from LibraryLinkNJ for \$2,300 for outdoor furniture. Ms. Semper also praised Ms. Luderitz and Ms. Ashbrook for doing a great job applying for and securing so many grants and all the effort that goes into this process. Ms. Semper thanked the Pfafflin family for their generous bequest to the Library.

Ms. Semper thanked the Foundation for the 2 additional checks given to the Library. As part of the agreement with the Foundation, funds raised in excess of their goal (minus all fundraising

expenses) are donated to the Library. The funds will be used to provide additional programs and materials for patrons.

V **Consent Agenda**

Director's Report

In addition to written report:

Ms. Luderitz stated that Ms. Ashbrook attended a meeting with local teachers at various schools and one of the action items was that teachers who do not live in town have feedback about the process of getting Library cards (since they live out of town) being challenging (documents needed..etc). Ms. Luderitz discussed the idea of reaching out via email to welcome the teachers, informing them they are entitled to Library cards and listing the documents needed to make the process more simplified and efficient.

Ms. Luderitz attended an EDI (equity, diversity, inclusion) training and brainstormed some ideas of ways to ensure we are including all families. For example, families may be unable to attend weekday events due to work schedules. She is suggesting using some of the children's program monies to have weekend programming. Other program ideas were brainstormed. In addition, there was a discussion regarding the movie schedule being offered in the evenings/weekends. Ms. Luderitz states since the Library evening hours have changed and they close earlier, it is difficult to offer the evening movies. In addition, she reports previous weekend movie offerings were not well attended. She states she may look at this idea again.

Ms. Luderitz reported on the Summer Reading Program. Beanstack was not renewed for this year's Summer Program. She discussed the reasons being that the purpose of the Summer Reading Program is to bring individuals into the Library (in person) and have a more personal experience.

Treasurer's Report

Bill List

Operating Income/Expense to Date vs Annual Budget

There was a question asked about why the expenses are so much higher than the income in the Operating Income/Expense Report this month. This is different than last month's report which stated 100% of budget to date. Ms. Luderitz states she will look into this and get back to the Board Members.

There was an error noted in the Friends' appropriation which erroneously says \$40, but should say \$4,000. Ms. Ludertiz states she will have this corrected.

Acceptance of the Minutes from the following meeting:

April 20, 2022 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mazur, Yes; Ms. Semper, Yes; Ms. Lavender, Yes. The motion was unanimously approved with Ms. S. Butler abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- Ms. Luderitz was thanked for putting together all of the information on the Committee/Officer descriptions and passing along the to the committee. Committee continuing to work on updating the Bylaws.

Personnel –

- There have been some staff changes, Ms. Luderitz confirmed all is able to be handled by staff.

Finance –

- Ms. Luderitz reports that at the 4/27 Township Committee Meeting, the Town Budget was introduced. A hearing on the budget will take place at the May 25 Township Committee meeting. If the budget passes as is, the Library will receive the requested \$25,000 (above the millage) for patron materials. Once the budget is approved, the Township Committee will vote on Capital requests (we requested \$54,000). The Library can finalize our budget once the Town approves their budget and capital.

Technology –

- There was a discussion about the OWL camera. Ms. Luderitz reports they were able to purchase this. She states the purchase was made with money left from the \$11,000 technology grant awarded in 2021 and carried over to 2022. This camera will be useful in cases of hybrid meetings.
- Update that self-checkout station is working well with 176 items checked out in April.

Building and Grounds –

- Discussed incident regarding the clogging of the Men's bathroom.
- Town Hall has ordered a replacement Atrium door to replace the one cracked by a stone while DPW was weed whacking.

VII Old Business

- **Stirling Street Fair Recap** – The event was a success and Ms. Semper extended thanks to all who volunteered especially Ms. Luderitz and Ms. Buban who worked the table the entire day.
- **Shred-it-Day Recap** – All worked hard and it was a busy, successful day. In addition, the Municipal Court used Shred-it-Day for their documents.
- **Success** – Ms. Ashbrook and Ms. Buban were commended for going above and beyond in presenting at a booth at Millington School’s Environmental Day. It was very well received by the kids and they plan to invite them back yearly.

VIII New Business

- **Board Resignation:** Mary Mayer who has been on the Board since 2015 has resigned due to personal health reasons. Her time served as an active Board member and Treasurer is much appreciated and she will be missed. We have reached out to a new candidate.

.IX Public Comments

None

X Adjournment

On motion by Ms. Askey, seconded by Ms. Cuonzo and approved unanimously, the meeting was adjourned at 8:20 p.m.

Respectfully Submitted,
Lisa Butler
Secretary