

**Long Hill Township Public Library
Board of Trustees Meeting
May 19, 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 7:32 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; Kate Balboni, 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 with upcoming activities and events. This report was forwarded to Board Members.

Ms. Kosempel acknowledged the hard work of Ms. Luderitz, Ms. Mayer, Ms. Semper who worked very hard on putting together all the facts and figures in preparation for the budget meeting with the Town.

Ms. Kosempel discussed the excitement regarding the library being able to open up further with some Covid restrictions being lifted. In addition, the great news that Ms. Buban was able to secure a \$500 grant to be used for the summer reading program.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz reports that there will be some changes to the website in the following weeks to ensure ADA compliancy.

Ms. Luderitz reported the Morris Museum Pass has been renewed and there was a discussion regarding whether to renew other Passes, considering the increase in the cost. The general feedback was families may get more use out of it once restrictions are lifted further.

Ms. Luderitz also reports there are 3 new hires (part-time staff members) who are working out well.

The Friends' Shred-It event did very well with a \$2,912 profit. Ms. Luderitz was thanked for her help at this event.

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 21, 2021 Regular Meeting. Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. Butler. 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.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee is working on first updating the Bylaws and then will have it reviewed by an attorney to ensure compliance with NJ regulations.
- Included in the Bylaws is The Remote Meetings Policy which has been included in the Board packet for all members to review and give Ms. Askey feedback. The Remote Meetings Policy includes when the whole Board meeting is held remotely as regulated by NJ Statutes (for example, the pandemic). It also includes the policy for a Board Member attending remotely even if the rest of the meeting is in person.

Finance –

- Budget: The Town did not finalize their budget and this will be revisited at their next meeting. There is a resolution tonight to extend the temporary budget.

Technology –

- The google documents class was very helpful to those who attended.

Personnel –

- There was a discussion about separating the sick time vs. personal time for employees. Once the PT employees started earning sick time it became confusing while mixed in with personal time. Separating these will assist in organizing the time more efficiently.
- There was a discussion about PT employees who are currently receiving comp time for coming in off hours to attend staff meetings. The idea of paying them for the time instead of comp time was discussed. It is estimated that this would cost approximately \$1200 per year. All members agreed this would be a better option.

VII Old Business

- **Maintaining 7pm Closing Time:** Ms. Luderitz reports they continue to see little traffic in later evenings and no one has asked regarding staying open later. She requests to continue the 7pm closing time and revisit the decision monthly.
- **Resolution 2021-17: Restricted Technical Fund Purchase – Self Checkout.** There was a question raised regarding ensuring there is enough funds left in the Technical Fund and it was discussed that if these funds are under the threshold, the funds are transferred from operating expenses to the Technical Fund to maintain that threshold. Ms. Askey made a motion to approve Resolution 2021-17 to authorize up to \$2,250 to be used from the Technology Reserve Account to purchase the MAIN Self-Checkout Station as discussed last month. Ms. Mazur seconded this motion. 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.
- **Resolution 2021-18: Restricted Acorn Fund Purchase – Self Checkout Table.** Ms. Semper made a motion to approve Resolution 2021-18 to authorize up to \$350 to be used from the Acorn Fund to purchase the Self-Checkout Table and Monitor Stand. Ms. Kosempel seconded this motion. 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.
- **Resolution 2021-21: Resolution Approving Extension For Temporary Budget through 6/30/21.** Ms. Mazur made a motion to approve Resolution 2021-21 to extend the budget through the end of June to await the outcome of the request for additional funding from the Township. Ms. Askey seconded this motion. 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.

VIII New Business

- **Resolution 2021-16: Restricted Technical Fund Purchase – Wifi:** Ms. Askey made a motion to approve Resolution 2021-16 to authorize up to \$350 to be used from the Restricted Technology Fund to purchase two additional wifi routers to expand the wifi signal to the park, plaza and parking lot. Ms. Mayer 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.
- **Resolution 2021-19: Restricted Technical Fund Purchase – Computers:** Ms. Mazur made a motion to approve Resolution 2021-19 to authorize up to \$9000 to be used from the Restricted Technology Fund to purchase ten computers and two receipt printers. Ms. Butler 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.
- **Resolution 2021-20: Reconcile Reserve Fund Account Balances with Balance Sheet:** This resolution involves the following: 1. Quickbooks adjustments to reconcile Resolutions and the actual amounts spent. 2. Transfer money from the “unrestricted reserve checking account” to the individual “restricted reserve accounts” so each restricted fund balance is the amount determined to be correct in part 1. 3. Transfer money from “operating checking account” to “unrestricted reserve checking” making the balance the amount that was reconciled in part 1. Ms. Semper made a motion to approve Resolution 2021-20 to reconcile the balances with the balance sheet. 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.
- **Compliance with Governor’s May 19th Covid Changes:** Ms. Luderitz noted some updates that are happening including putting some chairs and public computers back and offering movies in the meeting room. Social distancing and mask wearing will continue.

IX Public Comments

Ms. Balboni, Library Foundation Representative reported that the Foundation surpassed their goal and has offered financial support once the budget is finalized and approved.

XI Adjournment

On motion by Ms. Semper, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

Lisa Butler
Secretary