

**Long Hill Township Public Library
Board of Trustees Meeting
May 20, 2020**

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 approximately 7:30 p.m. by Board President, Sally Semper.

Roll Call:

Present: Suzanne Kosempel, Joanna Askey, Lisa Butler, Mary Mayer, Lynette Schneider, Sally Semper, Kimberly Celeste, Jonathan Kelly. **Also present:** Pierre Rosen, Library Director; Joan Fronapfel, Library Foundation

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. Electronic notice of the meeting has been provided.

IV President's Remarks

The deadline for Filing for Financial Disclosure Statements has been extended to July 31, 2020.

Ms. Semper thanked the staff who have kept everything running while working remotely, and she recognized the detailed and comprehensive monthly reports staff have prepared.

V Consent Agenda

Director's Report

In addition to his written report, Mr. Rosen discussed the installation of plexiglass dividers in accordance with COVID-19 guidelines.

Treasurer's Report

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

Ms. Semper read out the checks that were missing from the Board's copy of the March bill list for approval. The amended bill list was also included in this month's packet.

There was a question remaining as to the correct amount for Health Insurance costs. Mr. Rosen will verify that figure with the Township.

Acceptance of the Minutes from the following meeting:

April 15, 2020 Regular Meeting.

Ms. Kosempel made a motion to accept the Consent Agenda with the amended bill list and the motion was seconded by Mr. Kelly. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

VI Committee Reports

Building & Grounds – The alarm system has been upgraded and repaired.

To prepare the Library for reopening in compliance with guidelines for reducing the spread of COVID-19, Mr. Rosen has recommended that plexiglass partitions be installed around the circulation desk, children's desk and information desk and in the staff area as necessary. The contractor will also install four-foot high doors at the circulation desk and children's desk to separate staff areas from public areas, which is a project that has been planned for some time.

This work must proceed as expeditiously as possible so that the Library will be in the best position to reopen once permitted by the Governor. Therefore, the Board will vote tonight on the expenditure, which will be formalized in a resolution to be approved at the June meeting. The project will be funded using the Acorn fund, with the intention of applying for a FEMA grant to recoup part of the cost of the partitions.

After discussion, Ms. Mayer made a motion to approve the release of up to \$20,000 from the Acorn fund for the purposes described above. Ms. Kosempel seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

Finance –

Tonight the Board will again vote on a temporary budget effective through the end of June. The finance committee will finalize the budget once it knows how much money over and above the millage number that the Library will receive from the Township.

Mr. Rosen discussed the formula by which the Library Foundation plans to contribute to the Library budget going forward. The Friends group, which relies heavily on in person fundraising such as shredding day, has had its fundraising impacted by COVID-19 and at this point their future income stream is uncertain.

Personnel –

The Personnel Manual will be updated to reflect changes in the job description for linking materials.

VII Old Business

- **Resolution 2020-12 To Extend the Temporary Budget to June 30, 2020.** Mr. Kelly made a motion to approve Resolution 2020-12. Ms. Askey seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved
- **Reopening Plans:** There was a discussion about curbside pickup and drop off, as it appears some libraries have begun offering these services. However, a legal opinion from the NJ State Library prohibits curbside service, as does the Township. Until there are additional directives regarding libraries from the Governor's office, our Library will not be able to offer curbside services.

There was a discussion about self-checkout stands when the Library reopens. We have considered these units in the past, but they have been cost prohibitive. It was also pointed out that the units present problems with maintaining social distancing, as patrons frequently need hands on assistance using these devices.

VIII New Business

- **Staff Communication:** There was discussion about communication with Library staff who are now working remotely to be sure they remain in the loop about staged reopening plans, planned building changes, etc. There was a question asked about how comfortable staff feel about the prospect of coming back into work.

IX Public Comments

Mr. Kelly commended Ms. Buban for the fantastic job she is doing running the children's department online, her multi-media work is topical and current. Ms. Wagner's detailed monthly report was also very helpful.

X Adjournment

On a motion by Ms Semper, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 8:37 p.m.

Respectfully Submitted,

Joanna Askey
Secretary