

**Long Hill Township Public Library
Board of Trustees Meeting
June 15, 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 President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Angela Cuonzo, Shannon Butler, Joanne Lavender. **Also present:** Marygrace Luderitz, Library Director; Kate Balboni, Library Foundation Representative; Karen Remington, Member of the Public.

Excused: Julie Mazur

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 including new 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

Ms. Kosempel welcomed Ms. Remington to the meeting.

Ms. Kosempel extended thanks to the Township Board for the additional funding for needed repairs and to assist with funding programming. In addition, she noted thanks again to Ms. Ashbrook and Ms. Luderitz for the grant applications to offset many costs.

Ms. Kosempel noted the Summer Reading Program looks fantastic with some exciting programming.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz spoke about the testing of the panic buttons throughout the library. These were tested and are in fact in working order.

Ms. Luderitz discussed the new time clock system. The Town implemented this system and since the Library payroll is done by the Town, the library must use it also. There will be a cable run from the library to the Township so the systems will be connected. The system will be learned by all staff.

Ms. Luderitz states she spoke to the Township Administrator about the patio furniture grant and the town beautification plan. The Mayor would like to put this on the agenda for the Township meeting. She states they will wait on the results of this meeting prior to moving forward. Ms. Luderitz also gave details of wrapping the book drop boxes which are in disrepair. She states she will inquire if the wrapping can be part of the Town beautification plan.

It was noted that per the report, circulation numbers are down. Ms. Luderitz states they are down MAIN-wide. However, door count continues to be up. These statistics will continue to be monitored.

Treasurer's Report

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

A question was asked about the operating Income/Expense Report. It was clarified that while they stopped using Cloud Library at the end of January, there was an outstanding bill not paid from 2021 that was paid in 2022. Therefore, there should not be any further expenses related to Cloud Library.

Acceptance of the Minutes from the following meeting:

May 18, 2022 Regular Meeting.

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

VI Committee Reports

Strategic Plan –

- Ms. Luderitz reported she requested a quote for a consultant for a new strategic plan and it was very high. She will continue to get more quotes.

Finance –

- See Budget in New Business.

Building and Grounds –

- Ms. Luderitz states she awaiting a quote to replace the ERV (Energy Recovery Ventilator).

VII Old Business

None

VIII New Business

- **Swearing in of new Board Member:** Karen Remington was sworn in as new Board Member. All welcomed her aboard.
- **Open Treasurer Position:** Ms. Kosempel called for nominations for Treasurer. On behalf of the Nominating Committee, Ms. S. Butler nominated Angela Cuonzo. The nomination was seconded by Ms. Askey. There were no further nominations. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. Ms. Cuonzo was elected unanimously. Ms. Cuonzo was sworn in.
- **Executive Session**

Ms. S. Butler 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 following personnel matters: Promotion. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists. The motion was seconded by Ms. Askey and unanimously approved.

The Board entered Executive Session at 8:00 p.m. and returned from Executive Session at 8:11 p.m. to resume the open public meeting.

- **Resolution 2022-13 Approve Promotion to Assistant Director:** Ms. L. Butler made a motion to approve 2022-13 Promotion of Alberta Ashbrook to the title of Assistant Director effective July 1, 2022. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes, Ms. Remington, Yes. The motion was unanimously approved
- **Approval of Bill for the Month of July:** Since the Board does not meet next month, the Board will pre-approve the payment of certain expenses for the month of July. These will then be reviewed as part of the bill list in August. Ms. Askey made a motion to approve the payment of July bills. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes, Ms. Remington, Yes. The motion was unanimously approved
- **2022 Audit Review:** The yearly audit review by an outside auditor is scheduled for July.
- **Resolution 2022-12 Approve 2022 Budget:** The Town approved their Operating Budget in May and their Capital Budget in June. The library received an additional \$25,000 above the milage for patron materials and \$32,000 for capital needs. The Finance Committee adjusted the Budget with the additional monies. A question was asked about the Reserve Fund Releases and Ms. Luderitz provided a detailed explanation of these funds and anticipated expenses. In addition, it was noted that the Library is very thankful to the Township, the Foundation, and the Pfafflin family for their financial assistance. Without these monies, it would be very difficult to meet our financial needs. Ms. L. Butler made a motion to approve the 2022 Library Budget. The motion was seconded by Ms. Cuonzo. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes, Ms. Remington, Yes. The motion was unanimously approved.
- **Resolution 2022-14 Approve 2022 Salary and Wages Increases:** Ms. S. Butler made a motion to approve 2022-14 Annual Salary adjustments effective July 1, 2022. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes, Ms. Remington, Yes. The motion was unanimously approved

.IX Public Comments

Ms. Balboni reports while one Foundation member ended their term, a new member joined. The Library thanked the Foundation for their continued support.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Remington and approved unanimously, the meeting was adjourned at 8:53 p.m.

Respectfully Submitted,
Lisa Butler
Secretary