

**Long Hill Township Public Library
Board of Trustees Meeting
June 21, 2023**

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, Lisa Butler, Julie Mazur, Angela Cuonzo, Shannon Butler, Karen Remington, Emily Chen. **Also present:** Marygrace Luderitz, Library Director; Kimberly Celeste, Library Foundation Representative.

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 acknowledged a thank you to the Township for the additional funding approved in the budget and also to Ms. Luderitz and the Library staff for appropriately demonstrating the needs of the Library to the Township.

Ms. Kosempel noted that it is great that the focus groups are underway and going well.

Ms. Kosempel expressed excitement regarding the upcoming summer programming especially Storytime at the Lake, and the high school students assisting with programming. In addition, she noted (per the reports) the circulation numbers are up compared to previous years.

V Consent Agenda

Director's Report

In addition to written report:

No additions.

Treasurer's Report

Bill List

Operating Income/Expense Report

Acceptance of the Minutes from the following meeting:

May 17, 2023 Regular Meeting.

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

VI Committee Reports

Administrative Policy – See Old Business

Strategic Plan- Ms. Luderitz reports the surveys are going very well. It was publicized last Friday and as of Monday there were 291 surveys completed. The survey will be posted on the website tomorrow, there will be hard copies at the Library, and there will be QR codes around town to continue to publicize.

VII Old Business

- **Admin Policy Update:** Ms. Askey had emailed the Admin Manual Revision to the Board. There was some brief discussion on these. There was also a discussion regarding ways to track the changes and dates changes were made to refer back to these if needed. Ms. Askey made a motion to approve the following: Section 4: Materials Selection policy (minor change since last month), Section 6: Public Use of Meeting Spaces, Section 8: Finances, Section 9 Board of Trustees, and the Bylaws. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

- **Admin Policy: Guiding Principles:** The Admin Committee along with Ms. Luderitz updated the Guiding Principles to make it more current and aligned with the philosophy of the Library to be inclusive of the community. This had been emailed to the Board for review. There was a minor revision suggested regarding the previous revision date. In addition, it was noted that after the Strategic Plan is complete, it will need to be updated. Ms. Askey made a motion to approve the Guiding Principles. The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

VIII New Business

- **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. Kosempel made a motion to approve the payment of July bills up to \$14,000. The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Information from NJLA about materials Challenges:** Ms. Kosempel attended a session and webinars regarding materials challenges. There was a discussion regarding our recently updated policy and forms and how important it is that our citizens and residents be able to question materials. There are resources available and we can continue to share information with other Libraries. All employees and Board Members should be familiar with our policy and form to challenge materials.
- **Library Audit Status:** Ms. Luderitz has reached out to the Auditing Firm to schedule the Audit which will most likely happen in July.
- **Resolution 2023-11 Approve of Restricted Technology Fund Expense:** Ms. L. Butler made a motion to approve 2023-11 to approve up to \$3,000 from the Technology Reserve Account for the 1 staff computer, 2 public computers, and 1 replacement monitor. Ms. Luderitz noted if we receive additional Capital money from the Township, it will pay for this equipment and the Tech Fund will be reimbursed. The motion was seconded by Ms. Cuonzo. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-12 Approve 2023 Budget:** The Town approved their Operating Budget. The Library received \$50,000 from the Township. They did not yet approve their Capital Budget. Once that is approved, we may need to adjust the budget. There

was some discussion and clarifications made on the proposed budget. Ms. Cuonzo made a motion to approve the 2023 Library Budget. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

- **Resolution 2023-13 Approve 2023 Salary and Wages Increases:** Ms. Semper made a motion to approve 2023-13 Annual Salary adjustments effective July 2023 to include 2% increases. The motion was seconded by Ms. Chen. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey; Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

IX Executive Session

Ms. Kosempel 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: Library Director and Assistant Library Director. 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 8:31 p.m. and returned from Executive Session at 9:10 p.m. to resume the open public meeting.

X Public Comments

Ms. Celeste noted the Library is doing great work for the Community.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 9:11 p.m.

Respectfully Submitted,
Lisa Butler
Secretary