

**Long Hill Township Public Library
Board of Trustees Meeting
June 16, 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 7:34 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; Joan Fronapfel, Library Foundation Representative
Excused: Michael Vitarello

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 noted the Storywalk, sponsored by the Friends, that is currently up in Kantor Memorial Park. She also noted that the citizen science projects being offered sound great.

Ms. Kosempel acknowledged Mr. DiGiorgio for the Ava's free ice cream being offered at the summer reading kick off.

V Consent Agenda

Director's Report

Treasurer's Report

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

Ms. Mayer noted that the numbers in the report do not yet reflect the changes approved last month.

Acceptance of the Minutes from the following meeting:

May 19, 2021 Regular Meeting. Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. 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 updating the Bylaws on a google sheet and hope to have a draft to review for the next meeting.
- Ms. Askey thanked Ms. Luderitz for putting together the emergency procedures manual draft and uploading it for staff to access.
- There was a discussion regarding if we are able to do hybrid meetings and if there must be an in-person quorum. It was discussed that in a previous training it was discussed that if it is in the Bylaws, it would be allowed as long as all attending have access to everything discussed.

Strategic Plan –

- Ms. Luderitz has completed the Strategic Focus which will bridge us from the last Strategic Plan until the next one in 2023. Due to Covid this will give us time to get more information prior to the next plan. It will be sent out to Board Members for review.

Building and Grounds –

- Ms. Luderitz reports last month refrigerant was put in the condenser but it is not working, so the condenser will most likely need to be replaced. The Town had previously agreed to replace the condenser.

Finance –

- Budget: The Town did not finalize their budget and this will revisited at their next meeting. There is a resolution tonight to extend the temporary budget.
- Ms. Luderitz noted some minor changes to the temporary budget (involving specific line items). Therefore, when the budget is approved it would be the new temporary budget.
- The Foundation was thanked for their generous check delivered today to the Library.

Technology –

- Ms. Luderitz reports all items approved last month have been ordered.

Personnel –

- In separating the sick time vs. personal time for PT employees, it was realized that the numbers need to be re-calculated to fit with our current budget. The numbers are being calculated and will be discussed once finalized. Sick time must remain as is per state regulations.
- Due to the budget being delayed (since the Town has not finalized their budget), the raises are unable to be approved. Once approved, these will be retroactive to April 1st. There was a discussion that this happens yearly and it may make sense to change the timeline of raises to 9/1 to allow for the yearly budget to be approved so it will not need to be calculated retroactively. We will revisit this discussion in August.

VII Old Business

- **Maintaining 7pm Closing Time:** Ms. Luderitz reports they continue to see little traffic in later evenings. The only potential request past closing time is the meeting room. It was noted that maintaining the 7pm closing time does save a significant amount of money. It was discussed to continue the 7pm closing time and give the Director the discretion to extend the hours if needed since we will not be meeting in July.

Ms. Semper made a motion to give the Director the discretion to extend the hours up to and not beyond pre-COVID hours if it is needed. The motion was seconded by Ms. Mayer. 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 2021-22: Resolution Approving Revision and Extension For Temporary Budget through 8/31/21.** Ms. Butler made a motion to approve Resolution 2021-22 to extend the budget through the end of August to await the outcome of the request for additional funding from the Township. In addition, a few line numbers were revised (bottom line budgeted amount remains the same). 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.
- **Updates to Library and Board Meeting Policies and Procedures due to COVID Restrictions being lifted:** As mentioned above, we are trying to determine if we can have a quorum in a hybrid Board Meeting. For the August Board meeting, we will plan to have an in-person meeting. Whether or not hybrid is an option will be revisited.

The Library is open with no time limits, the chairs are back and the computers are open. The in-person movies are getting great attendance.

VIII New Business

- **Board Resignation by Jonathan Kelly:** Mr. Kelly has decided to resign from the Board due to other obligations. Mr. Kelly's term would have ended at the end of the year. We will need to look for a replacement and suggestions are welcome.
- **Approval of Bills 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. The motion was seconded by Ms. Mazur. 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.
- **2021 Audit Review:** The Audit is planned for the end of July. Mr. DiGiorgio sent the preliminary reports that were requested. It was discussed that we are optimistic all will go well.
- **Library Board Meeting Dates for 2022:** Board members reviewed the list of proposed meeting dates. It was noted that the December meeting will be the second week. Ms. Askey made a motion to approve the 2022 Board Meeting Schedule. 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 2021-24 Restricted Technology Fund Expense – 5 hotspots.** Ms. Butler made a motion to approve Resolution 2021-24 to authorize up to \$1,999 to be used from the Restricted Technology Fund to purchase 5 T-Mobile hotspots for patron checkout. Ms. Cuonzo 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 2021-23: Resolution for Salary and Wage Increases.** Ms. Mayer made a motion to approve Resolution 2021-23 to approve the salary and wage increases for 2021. The adjustments are 2% above the 2020 salaries and are effective once the budget is approved and will be retroactive to April 1, 2021. 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 2021-25: Reconcile Reserve Fund- Update:** There are minor adjustments to be made to the reconciled balances to adjust for interest. This will correct the balances to the Balance Sheet. Ms. Askey made a motion to approve Resolution 2021-25 to authorize up to \$250 per account to Reconcile the Balances. Ms. Cuonzo 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 2021-26: Approval of Funds Transfer:** The funds to pay for the COVID expenses was taken from the Acorn Fund. Now that we have the NJCARES Reimbursement, it is proposed to move this back into Acorn Fund. Ms. Semper made a motion to approve Resolution 2021-26 to authorize \$14,000 to be transferred from Operating Account to Acorn Fund. 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 2021-27: Approval of Funds Transfer:** Our end of the year budgeting report indicates a \$60,000 surplus. This is due to the resignation of the Director in 2020 and less expenses due to COVID closures. The Finance Committee recommends to transfer the surplus funds to the unrestricted Checking Account. Ms. Semper made a motion to approve Resolution 2021-27 to transfer the \$60,000 to the unrestricted Government Checking Account. 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.
- **Stirling Street Fair:** It was discussed that it is planned for Labor Day Sunday and we talked about ideas of what to have at the Library table and that we will determine a schedule of Members to be at the table that day.

IX Public Comments

No Comments.

X Adjournment

On motion by Ms. Cuonzo, seconded by Ms. Mayer and approved unanimously, the meeting was adjourned at 8:46 p.m.

Respectfully Submitted,
Lisa Butler
Secretary