

**Long Hill Township Public Library
Board of Trustees Meeting
June 17, 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 7:36 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; Andrea Adams, Library Foundation
Michael Vitarello, member of the public

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

Ms. Semper welcomed the members of the public who phoned in as well as Michael Vitarello, the Central Middle School Principal. He will be sworn in this evening as the Superintendent's Representative.

Ms. Semper thanked the staff and Board members of the reopening roundtable subcommittee for their work on a reopening plan.

Ms. Semper thanked both the Library Foundation and the Friends of the Library for their donations in support of the summer reading program.

Mr. Vitarello was sworn in as the Superintendent's Representative (through December 31, 2020).

V Consent Agenda

Director's Report

Treasurer's Report

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

There were questions about a couple of the check numbers, as well as the cleaning bill. Mr. Rosen will look into this. The health insurance cost line will be corrected, as well as the number for the MUF dues.

Acceptance of the Minutes from the following meeting:

May 20, 2020 Regular Meeting.

Ms. Askey made a motion to accept the Consent Agenda 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; Mr. Vitarello, abstain. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws – We will need to adopt a Covid-specific rider to the manual. Members of the reopening roundtable are currently drafting plans for curbside pickup.

Building & Grounds – The Library thanks the Township for agreeing to pay for certain furnace repairs.

Finance – Tonight the Board will vote on the 2020 budget, which includes appropriations from the Township and the Library Foundation.

After discussion, Ms. Schneider made a motion to adopt the 2020 Budget and the motion was seconded by Ms. Mayer. 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; Mr. Vitarello, abstain. The motion was unanimously approved.

Personnel –

The Personnel Committee will be meeting to review all job descriptions; this is done every two years pursuant to the Admin. Manual.

As a new director, Mr. Rosen will soon be due for a six month review in addition to an annual review. The personnel committee has proposed adjusting that schedule and pushing back the six month review due to the disruptions caused by Covid-19.

Ms. Kosempel made a motion to move the director's six month review to October 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; Mr. Vitarello, abstain. The motion was unanimously approved.

There was a discussion about Board recognition of the contributions of a long term Library volunteer.

Technology –

Mr. Rosen is assessing the computer inventory; he may recommend purchasing some additional units. He will be taking into account the replacement schedule, which sets out a cycle for replacing various computer units. The staff will be considering ways to spread out the computers for social distancing.

VII Old Business

- **Resolution 2020-13 Approval of Restricted Acorn Fund Expense—Doors and Dividers:** As discussed at the May meeting, up to \$20,000 is approved for release from the Acorn Fund for the installation of plexiglass barriers and half doors. The materials should be installed over the next week or so. Mr. Rosen is coordinating with the Township to apply for Federal and State grants in order to (hopefully) recoup part of the expense.

Ms. Semper made a motion to approve Resolution 2020-13. 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; Mr. Vitarello, abstain. The motion was unanimously approved.

- **Reopening Updates:** LibraryLinkNJ has provided a breakdown of reopening stages with recommendations and guidelines for each step. Mr. Rosen and the reopening subcommittee have been meeting to draft a plan pursuant to those guidelines and specific to our Library. Mr. Rosen has also been in communication with the Board of Health to ensure guidelines are being followed. Staff have been running through the logistics of curbside pickup and so far the process seems to be in good shape.

Mr. Rosen reviewed the process for returns, which will happen on a schedule to avoid the book returns and staff from being overwhelmed.

Since at this point it does not look like inter-library loan delivery services will resume until the fall, Long Hill residents may only pick up inventory held by the Long Hill Library.

There was a discussion about decontamination of books, at this point, based upon applicable guidelines, quarantining the books for three days post return is considered a sufficient precaution.

Mr. Rosen emphasized that his biggest concern with the reopening process is ensuring the safety of Library staff.

VIII New Business

- **2021 Meeting Schedule:** Ms. Semper asked Board members to review the proposed 2021 meeting dates, which will be approved at the August meeting.
- **Approval of Payment of Bills for the Month of July:**

Since the Board does not meet next month, as we did last year the Board will pre-approve the payment of certain expenses for the month of July. Two Board members will still need to sign the checks, which the Board will then approve as part of the bill list in August. Ms. Semper made a motion to approve the payment of July bills in an amount not to exceed \$14,000. The motion was seconded by Ms. Mayer.

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, Mr. Vitarello; abstain. The motion was unanimously approved.

- **Square POS system:** There was a discussion about purchasing a POS system so that the Library can start accepting credit card and touchless electronic payments for fines and fees. The Board is in general agreement that enabling payment by credit cards and touchless transactions would benefit everyone, as it will be more convenient for patrons and hopefully more efficient at collecting fees owed. There were concerns raised over the terms and fees associated with these services.

After discussion, it was decided that the technology committee will investigate options and report back to the Board with a recommendation. So that we can get this up and running, the Board will convene in July to vote on the purchase.

IX Public Comments

Diane Costa had some questions about the logistics of checking out books.

There was a discussion of the summer reading program, which will be entirely online using the Beanstack software and which will incorporate programming via Zoom and video....and will still include prizes.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Kosempel and approved unanimously, the meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Joanna Askey
Secretary