

**Long Hill Township Public Library
Board of Trustees Meeting
June 19, 2019**

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.

In Attendance:

Suzanne Kosempel	Joanna Askey	Mary Mayer
Lynette Schneider	Sally Semper	Nancy Burnnett
Lisa Butler		

Also present:

Lyn Begraft, Library Director

Excused: Izzy DeBiasse Jonathan Kelly

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.

IV President's Remarks

Ms. Semper thanked Ms. Begraft for her presentation to the Township Committee.

HVAC maintenance went smoothly and we have received a clean report.

A few programming highlights: Ms. Buban is gearing up for the summer reading program and is accepting volunteer applications. The first meeting of the new walking book club is upcoming. The Raritan Bell-Ringers program was well attended and a success.

V Consent Agenda

Director's Report:

In addition to her written report:

Ms. Mayer, Ms. Butler and Ms. Begraft attended the recent trustee training program with Attorney Michael Cerone. The program included a discussion about changes to the minimum wage law and the New Jersey Family Leave Act/NJ Paid Family Leave Insurance.

The Board will need to discuss implementing the new increases to the minimum wage; minimum wage will incrementally increase to \$15 an hour by 2024.

Ms. Begraft reviewed the Federal Family Medical Leave Act and changes to the New Jersey FLA/FLI which will also need to be implemented.

Ms. Begraft read correspondence received from a Township resident.

Treasurer's Report

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

There was a question about a missing Balance Sheet item.

Acceptance of the Minutes from the following meeting:

May 15, 2019 Regular Meeting. Executive Session Minutes will be approved at the August Meeting.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Kosempel and was approved unanimously.

VI Committee Reports

Administrative Policy Manual & Bylaws – Security Camera Policy: Following up on last meeting's issue regarding live video feed, footage should be treated like any other Library record with respect to disclosure or live monitoring. The policy will be updated with new information regarding storage and should be ready for review at the next meeting.

Building & Grounds – Ms. Luderitz and Ms. Begraft met with a contractor to explore possibilities for improved signage. Ms. Luderitz has also contacted the manufacturer of the book drops which are in need of repairs (and should be covered by warranty). A suggestion was made to look into a decorative wrap for the book drops, such as the kind used on utility boxes.

Ms. Luderitz has done quite a bit of work weeding out the stacks. Ms. Begraft and Ms. Luderitz have also been looking into ways to more efficiently use the quiet study room. Discussions with the Historical Society about storage are ongoing. Ms. Ludertiz is also continuing to gather quotes for some short-term changes suggested during the space audit process.

Finance – The Library has received the financial assistance payment from the Township. At the end of the year the Library can make an additional financial request to the Township Committee. Those allocations are based need and availability of funds.

There was a brief discussion about the process for administering health benefits.

- *Online Banking:* The Finance Committee is in the process of getting online banking up and running. Ms. Begraft will be contacting Board members to fill out some paperwork.
- *Library Credit Card:* Ms. Begraft has recommended a Library credit card which would make the purchasing process easier and more efficient. It would also be useful in situations where quick payment is necessary. The Board is in favor of getting a credit card.

VII Old Business

- **Resolution 2019-14: Adopting New Regulations Regarding Claimant Certification**
After discussion, Ms. Semper made a motion to approve Resolution 2019-14 Adopting New Regulations Regarding Claimant Certification. The motion was seconded by Ms. Kosempel and unanimously approved.

VIII New Business

- **2018 Audit Review**

The Auditors have been to the Library and are preparing the 2018 Audit, which Ms. Begraft will forward to the Board.

- **Charging a Materials Fee for Some Library Programming**

In light of the budget shortfall, the Board discussed the possibility of charging a modest materials fee for certain adult programs. This would help offset the cost of some of the more expensive craft classes so that they can continue to be offered. Some issues to work around include the procedure for collecting fees if people are able to sign up for classes online. There was a general agreement that at this time we are considering a fee for adult classes only, not children's programming.

There was further discussion of meeting room fees. As it turns out, charging a fee to use a municipal library's meeting room may not be permissible. However, we can emphasize that donations are encouraged and greatly appreciated.

- **Approval of Payment of Bills for the Month of July**

Since the Board does not meet next month, Ms. Begraft has suggested that the Board pre-approve the payment of certain expenses for the month of July. On motion by Ms. Semper, seconded by Ms. Mayer and unanimously approved, the Board approved the payment of July bills in an amount not to exceed \$14,000.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Mayer, seconded by Ms. Burtnett and approved unanimously, the meeting was adjourned at 8:57 p.m.

Respectfully Submitted,

Joanna Askey
Secretary