

**Long Hill Township Public Library  
Board of Trustees Meeting  
June 20, 2018**

**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, Sally Semper.

In Attendance:

Suzanne Kosempel	Mary Mayer	Jonathan Kelly	Joanna Askey
Lynette Schneider	Sally Semper	Nancy Burnnett	

Also present:

Lyn Begraft, Library Director

Excused: Izzy DeBiasse

**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**

Board members are encouraged to take a look around local libraries this summer for ideas for fundraising, programming, signage, etc. Current suggestions include a Lego or train table and augmented reality books for iPads/tablets.

Ms. Semper offered the Board's thanks to former President Joan Donahue for her years of service to the Library.

Members are reminded to take advantage of the webinars/short take videos offered by the NJLTA which are free through the end of June.

Ms. Semper congratulated and thanked the Friends for their successful book sale.

**V Consent Agenda**

***Director's Report***

In addition to her written report:

- The draft audit will be finalized and circulated to the Board. There are a couple of outstanding invoices that still need to be obtained from the Township.

- A new phone company has been hired due to problems with the alarm system.
- Ms. Begraft will be following up with the labor attorney on the impact of the new state sick leave legislation.
- There was a discussion of the meeting room policy pertaining to corporations; currently only non-profits can use the meeting room. The Board will consider whether for profit corporations should be allowed to reserve the meeting room and if so whether there should be a pay structure in place.
- Ms. Begraft gave a summary of the situation with LibraryLinkNJ, the nonprofit which manages inter library loan services. LibraryLink is having a funding crisis and has looked towards member libraries for cost sharing (in the past LibraryLink has been funded by the state). LibraryLink members did agree to contribute some funding and passed a budget which should allow LibraryLink to provide services through June 2019. Ms. Begraft and other library directors will be exploring alternative options for interlibrary loan services as the future of LibraryLink is questionable.

***Treasurer's Report***

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

***Acceptance of the Minutes from the following meeting:***

May 16, 2018 Regular Meeting and Executive Session.

Mr. Kelly made a motion to accept the Consent Agenda. The motion was seconded by Ms. Burtnett and was unanimously approved.

**VI      Committee Reports**

***Administrative Policy Manual & Bylaws*** – no report

***Building & Grounds*** – Ms. Begraft is following up on a maintenance date for the HVAC system.

***Finance*** – no report

***Technology*** – no report

***Strategic Plan*** – no report

***Personnel*** – no report

*Nomination* – no report

## **VII Old Business**

- **Resolution to Release Payment from the Furnace Fund:** Ms. Mayer made a motion to approve Resolution 2018-09 Approving Restricted Furnace Reserve Fund Expenses in the amount of \$3,674.00 to be paid the Reiner Group for a Commercial HVAC Maintenance Agreement effective May 1, 2018 through April 30, 2019. The motion was seconded by Ms. Schneider and was unanimously approved.

## **VIII New Business**

- **Security Cameras:** Ms. Begraft has met with the contractor who will be installing security cameras at Town Hall (including the atrium and parking lots) and has obtained an initial quote for camera installation in the Library and hallway. There was a discussion of location and number of cameras, practices of other libraries, and costs. Ms. Begraft will be obtaining additional quotes.
- **2019 Meeting Dates:** After discussion, Ms. Askey made a motion to approve the 2019 Board Meeting schedule. The motion was seconded by Mr. Kelly and was unanimously approved.
- It was noted we are short one Board member; Ms. Begraft will be reaching out to some potential candidates.
- Discussion of webinar/short take video.
- The Millington Street Fair will be held on September 30<sup>th</sup> from 10 a.m. – 4 p.m. with a rain date of October 8. The Board plans to have a table there.

## **IX Public Comments**

No comments.

## **X Adjournment**

On a motion by Ms. Kosempel, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary