

**Long Hill Township Public Library
Board of Trustees Special Meeting
July 7, 2020**

Via Zoom

I Call to Order

The special meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:31 p.m. by Board President, Sally Semper.

Roll Call:

Present: Suzanne Kosempel, Joanna Askey, Lisa Butler, Lynette Schneider, Sally Semper. **Also present:** Pierre Rosen, Library Director

Excused: Kimberly Celeste, Jonathan Kelly, Mary Mayer, Michael Vitarello

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 congratulated the Director and staff for getting things at the Library up and running for tomorrow's reopening.

V Old Business

- **Approval of Resolution 2020-14: Restricted Technology Fund Expense: Square Terminal and Plug In:** Mr. Rosen and the technology committee have researched various options for accepting credit card and contactless payments for patron fines and fees and printing/copying costs and have recommended the Square payment system. Mr. Rosen provided details about cost, how the system works, transaction fees, and addressed other questions from the Board.

After discussion, Ms. Butler made a motion approve Resolution 2020-14 and the motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

- **Library Reopening and Curbside Pickup Update:** Mr. Rosen provided an update on curbside pickup and preparations for reopening. He has been impressed with how the staff has handled curbside pickup and reopening preparations. It was a smooth roll out with staff modifying procedures as they went along so they could determine what processes would work best.

The Library will be getting in new materials that were held up in the warehouse during the quarantine period. We are currently able to fill holds, but only with Library books held by our Library as interlibrary loan services are not available. (MAIN is looking into delivery options for the next few months.)

A couple hundred items have been returned so far; all returning materials are being quarantined. Mr. Rosen has been in contact with the Department of Health about protocols for the restrooms.

- **Job Postings:** Mr. Rosen has received several applications for the tech services and bookkeeper positions. At this point he is not planning on hiring a replacement for the open circulation desk position but will see if there is a need to fill this position going forward.

VI New Business

- **Updated Covid Patron Behavior Policy:** There was discussion of a revised patron behavior policy that is Covid-specific (i.e. mandatory masks, social distancing, time and capacity limits, etc.). Mr. Rosen will be revising and posting this policy at the Library.
- **Staff Travel Policy:** There was discussion about a draft travel policy for Library staff. Further action is tabled for a subsequent meeting.
- **Resolution 2020-15 Approval of Restricted Capital Maintenance Fund Expense for HVAC Repairs:** One of the air conditioning units has a broken compressor and will need to be repaired (\$3,733). Mr. Rosen has also looked into additional filtration and sanitizing options for the HVAC system and has recommended cleaning and sanitizing the evaporator coils (\$1,178). He intends to seek reimbursement for that expense through the FEMA grant program.

After discussion, Ms. Butler made a motion approve Resolution 2020-14 and the motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

VII Public Comments

No public comments.

VIII Adjournment

On a motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:59 p.m.

Respectfully Submitted,

Joanna Askey
Secretary