

**Long Hill Township Public Library
Board of Trustees Meeting
August 16, 2023**

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 7:32 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Julie Mazur, Angela Cuonzo, Shannon Butler, Karen Remington, Emily Chen. **Also present:** Marygrace Luderitz, Library Director; Claudia Mott, Library Foundation Representative.

Excused: Lisa Butler

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 including new wording for Zoom meetings. *"Pursuant to the Open Public Meetings Act, notice of the meeting has been given to the Echoes Sentinel and The Daily Record, posted on the Long Hill Township Library Website, posted on the front door of the Library and filed with the Long Hill Township Clerk. The public may participate in this meeting only during the public portion, which takes place at the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement."*

IV President's Remarks

Ms. Kosempel thanked the Township for \$20,000 in additional funding, to be used to replace two library furnaces.

The Strategic Planning process is moving forward. Information gathered during this process will be very important in planning the Library's future goals and vision.

Ms. Kosempel noted the many exciting events listed in the board packet; she was particularly happy to see Storytime at Stirling Lake.

Ms. Kosempel wished to publicly thank Clarissa Wagner, Head of Circulation, for her 21 years of service and dedication to the Library.

V Consent Agenda

Director's Report

In addition to the written report:

No additions.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was discussion about a few items in the Treasurer's report including bank fees, how the discretionary account works, MAIN required software and the funding for the Strategic Plan. Ms. Luderitz will look into the question about the bank fees.

Acceptance of the Minutes from the following meetings:

June 21, 2023 Regular Meeting.

Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Remington. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

June 21, 2023 Executive Session.

Ms. Askey made a motion to accept the Consent Agenda and the motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

VI Committee Reports

Administrative Policy – Changes approved at the June Board meeting have been added to the Admin Manual.

Ms. Luderitz has reviewed the remaining sections of the Admin Manual and has made updates where necessary. She has provided these edits to the Admin Manual Committee for review and discussion. The Admin Manual Committee plans to meet on September 6.

Buildings and Grounds – 9 out of 11 air conditioning capacitors have been replaced.

VII Old Business

- **Audit Update:** The Audit went well; the auditors had a couple follow up questions and that information has been provided. We are expecting to receive the audit report in September.
- **Budget Update - Capital:** We requested an additional \$50,000 from the Township to cover capital expenses. We were awarded \$20,000 to cover the costs of two new furnaces. After those furnaces are replaced, the Library will still have several furnaces installed in 2004-2005 in operation. Those older furnaces are likely reaching the end of their lifespan.
- **Fine Free Policy Adoption:** Ms. Luderitz has circulated a review of the return rates for the past six months that the pilot fine free policy has been in effect. It appears return rates have not been significantly affected and are in keeping with the rates at other fine free libraries. As this is the time of year the fines and fees schedule is set, the Board was asked to consider making the policy permanent. There was some discussion, and the Board will further consider this in September.
- **Strategic Plan:** We have received back over 1,000 surveys which Library Crossroads noted is an outstanding community response. The next Strategic Plan Committee meetings are August 21st and 28th.

VIII New Business

- **Plan for Board Meeting Format (Zoom or In-Person):** Currently the State still permits library boards to meet remotely. For now, the Board will therefore continue to conduct its meetings over Zoom.
- **Board Meeting Dates for 2024:** Ms. Semper made a motion to approve the schedule of Board meeting dates for 2024. Ms. Kosempel seconded the motion. Roll Call Vote: Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Holiday Schedule 2024:** Currently the Library is closed on Good Friday. Ms. Luderitz has proposed keeping the Library open that day, and to instead close the Library on a different day, whether that be another fixed holiday date or a floating holiday. There was some discussion and the Board will consider the issue further in September.

- **Staff Retirement – Clarissa Wagner:** Ms. Wagner will be honored for her years of Library service at a farewell luncheon on September 12.

The Library is currently seeking applicants for the position of Head of Patron Services. Responsibilities will include circulation desk and payroll as well as school outreach and patron support.

IX Public Comments

Foundation Representative Claudia Mott noted that this will likely be the last Board meeting she attends as the Foundation Rep as she has reached her term limit.

The Board thanked Ms. Mott for her hard work and dedication to the Foundation. The Library is grateful for the support the Foundation has provided during Ms. Mott's years of service.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Joanna Askey