

**Long Hill Township Public Library
Board of Trustees Meeting
August 17, 2022**

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 7:35 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Lisa Butler, Angela Cuonzo, Julie Mazur, Shannon Butler, Joanne Lavender, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Joan Fronapfel, Library Foundation Representative.

Excused: Sally Semper, Joanna Askey,

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 gave a huge thank you to the Library Staff for all of the programs and all of the detailed information in the reports. She noted these programs and services provide so much for our community. She also acknowledged this month has been difficult in terms of some staff leaving, illness, etc and notes how well the staff has managed and work as a team.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz praised the teen volunteers who she said have been extremely helpful.

Ms. Luderitz noted there are no Financial Reports yet this month as the Bookkeeper has been out sick. She returned today and Ms. Luderitz will plan to send out July/August reports next week.

Ms. Luderitz discussed the large number of patrons that have visited the Library (over 14,000 since June). She also followed up regarding the circulation numbers being lower. She states it was determined that the circulation numbers for ebooks had previously included LHT patrons who checked out ebooks AND non-LHT patrons who checked out LHT ebooks. In January, when there was a change to Libby, the non-LHT patrons checking out LHT content were erroneously left out of the count. This has been corrected. It was discussed that kids circulation numbers are down and a reason has not been determined. It was discussed that comparisons may need to be done to 2019 (Pre-Covid) to get a fair comparison.

Staff changes were discussed including a new staff member that started today.

Treasurer's Report

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

*As discussed above, Financial Reports are delayed. Ms. Luderitz states the Bill total is \$50,829 with \$44,000 being payroll and taxes. The Bill list will be included in next month's packet.

Acceptance of the Minutes from the following meeting:

June 15, 2022 Regular Meeting.

Ms. S. Butler made a motion to accept the Consent Agenda and the motion was seconded by Ms. Cuonzo. Roll Call Vote: Ms. Kosempel, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved with Ms. Mazur abstaining on the minutes.

Ms. L. Butler made a motion to accept the Minutes from the June 15, 2022 Executive Session and the motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. Remington, Yes; Ms. Lavender, Yes; Ms. S. Butler, Yes. The motion was unanimously approved with Ms. Mazur abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee has prepared draft revised bylaws which include committee descriptions and expanded officer descriptions. We will review the Trustees section in the Admin Manual so that the Bylaws and Admin Manual are consistent and also plan to update the Admin Manual Finance section. Since these sections overlap, they will work on them concurrently.

VII Old Business

- **Painting of the Library:** Painting is scheduled to begin in the Fall and colors are being considered.
- **Patio Furniture is a success:** There has been a lot of positive feedback from patrons, staff and the Township about the patio furniture. It is getting a lot of use.

VIII New Business

- **Resolution 2022-15 Update Operating Expense Budget Lines:** Ms. Luderitz reports when the auditor came in July, the personnel/health insurance line was discussed. It is currently over budget since the Library Director and Assistant Director do not use the insurance. In the future, this money will be needed in this line. Therefore, the auditor suggested to do a Resolution to move this money to where it will be used. It was discussed that this is a good way to document this type of change. Ms. Kosempel made a motion to approve the \$6,000 of Operating Expense from Health Insurance Cost to Operating Expense Library Supplies to pay for the drop boxes to be covered along with other library supplies as indicated. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved
- **Approval of Bills for the Month of August:** Since the Bookkeeper has been out, the Board will pre-approve the payment of certain expenses for the month of August. These will then be reviewed as part of the bill list in September. Ms. Kosempel made a motion to approve the payment of August bills. The motion was seconded by Ms. S. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Lavender, Yes; Ms. Remington, Yes. The motion was unanimously approved
- **The following agenda items were meant for next months agenda and will be visited at that time:** Review Fee and Fine Schedule; Holiday Schedule; and Additional Budget Line Update.

- **Library Board Meeting Dates for 2023:** It was discussed to change the wording to state the meetings are held on line via zoom unless otherwise specified since we have continued meeting via zoom. Ms. Cuonzo made a motion to approve the 2023 Library Board Meeting Dates, as amended to say we meet via zoom. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Lavender, Yes, Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.

.IX Public Comments

Ms. Fronapfel reports the Foundation will begin working on their Annual Appeal. They plan to get letters out in October. The Library thanked the Foundation for their continued support. Ms. Fronapfel states the Foundation, Friends, and Library are all working very well together.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. S. Butler and approved unanimously, the meeting was adjourned at 8:06 p.m.

Respectfully Submitted,
Lisa Butler
Secretary