

**Long Hill Township Public Library
Board of Trustees Meeting
August 18, 2021**

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 7:31 p.m. by Board Vice President, Sally Semper.

Roll Call

Present: Sally Semper, Joanna Askey, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo.

Also present: Marygrace Luderitz, Library Director; Tom Parziale, Library Foundation Representative

Excused: Suzanne Kosempel, Michael Vitarello

II Pledge of Allegiance

Vice President Sally Semper led the Flag Salute.

III Open Meeting Compliance Statement

Vice President, Ms. Semper 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

Vice President, Ms. Semper welcomed all members back after not meeting in July.

Mr. Vitarello sent all Board members an email sharing that the schools are working in coordination with the Library to have books that each grade level uses, readily available for reference at the Library.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz reports she has been in touch with Town Hall and Bernard Health Department to offer them the use of the large meeting room for vaccinations. They will get back to Ms. Luderitz if they will proceed.

Ms. Luderitz reports a successful meeting with Anne Mucci, the School Superintendent to discuss ways to work together for the community. She will return for a follow up meeting.

Ms. Luderitz also reports the town's beautification committee is planning to assist in having the Library's return book boxes wrapped to improve their appearance.

Treasurer's Report

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

It was noted that we will only vote tonight to approve the bill list of the Treasurer's report. The Director, Treasurer and Bookkeeper will work together to make the needed adjustments. Upon that completion, the revised Finance report will be voted on at the next meeting.

Acceptance of the Minutes from the following meeting:

June 16, 2021 Regular Meeting. Ms. Askey made a motion to accept the Consent Agenda and only the bill list from the Treasurer's report. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved as amended.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- All members have received and should have reviewed the updated Draft Emergency Manual. Feedback was that it is very thorough and user-friendly. Ms. Askey, Ms. Luderitz, and staff were thanked for finalizing this document. Ms. Mazur noted that her physical address was incorrect and she will provide the correct information to Ms. Luderitz.
- All members also received the updated Bylaws. The updates provide more detailed guidelines for the Board. It also now includes a Remote Meeting Policy. This includes the entire Board meeting remotely and also an individual trustee attending remotely, if necessary. All feedback was sent to Ms. Askey who was commended for her hard work on updating the policy and Bylaws. These will be sent to an attorney for review and then we will do the final review for approval.

Building and Grounds –

- Ms. Luderitz reports she continues to get quotes for painting of the library and will report her findings to the Board.
- Ms. Luderitz reports the town inspectors will inspect the electrical ac unit.
- Ms. Luderitz is starting to work on getting the pipe moved that is on the outside wall. She will report back on this.

Finance –

- Budget: The Town budget was approved and they did give us \$59,692 appropriation, which is much appreciated. After some discussion of specific line numbers that were revised, Ms. Semper made a motion to approve **Resolution 2021-29 Accepting the Revised 2021 Proposed Budget**. Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

Personnel –

- The committee has been looking at different issues related to calculating paid time off for PT employees. Sick time is per state regulations. The calculations for how the vacation and personal time are earned are being adjusted and will be kept separate from each other. This will ensure more organized recording. There was some discussion on whether doctor's note can be required if in excess of 8 sick days (as currently worded). This will be checked further. Ms. Mayer made a motion to approve the Revised Paid Time Off Policy for Part Time Employees (pending checking on Term C). Ms. Butler seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- There was a discussion regarding getting feedback from other Libraries regarding how they are handling the increase in minimum wage (Libraries are exempt from this so can choose not to pay the increase). There are many variations in how other Libraries are looking at handling this. We will continue to evaluate and discuss this topic.
- There was also a discussion regarding the possibility of no longer paying 1.5 time on Sundays. We will continue to evaluate to balance being fair to employees while balancing financials.
- Director's review: Ms. Luderitz has been in the Director's position for 6 months. She is due for a 6-month review which will be an informal review. The Board will work on this over the next few weeks.

Technology –

- Ms. Luderitz reports there were 2 new computers installed (Circulation), 4 new staff computers and 4 patron computers.

- A Board member, reported that she checked out one of the hot spots and had positive feedback about how well it worked and how easy it was to use.

VII Old Business

- **Stirling Street Fair:** The Street Fair will be held September 5. Board members were asked to inform Ms. Semper or Ms. Kosempel if they would be available to be at the Library booth. Ideas for the Fair Booth were discussed.
- **Strategic Focus:** Ms. Semper made a motion to approve the Strategic Plan Update 2021-2022. The motion was seconded by Ms. Askey. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

VIII New Business

- **Resolution 2021-28: Standard Procedures and Requirements For Public Comment Made at Remote Library Board meetings.** Ms. Askey made a motion to approve Resolution 2021-28 with the additional language to be added to include the details of how the public can participate when attending a meeting via zoom. Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Annual Library Staff Adjustment:** Ms. Semper made a motion to approve changing the Annual pay adjustment for Staff from April to July due to Municipal Budget may not approved by March. Ms. Mazur seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

IX Public Comments

Mr. Parziale, Library Foundation Representative commended the Library on their productive activities and all that is provided for the Community.

X Adjournment

On motion by Ms. Semper, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 9:06 p.m.

Respectfully Submitted,

Lisa Butler
Secretary