

**Long Hill Township Public Library
Board of Trustees Meeting
August 15, 2018**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:33 p.m. by Board President, Sally Semper.

In Attendance:

| | | | |
|-------------------|--------------|----------------|--------------------------|
| Suzanne Kosempel | Mary Mayer | Jonathan Kelly | Joanna Askey (via phone) |
| Lynette Schneider | Sally Semper | Nancy Burtnett | Izzy DeBiasse |

Also present:

Lyn Begraft, Library Director

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

Ms. Semper thanked the Library staff for their hard work throughout the summer and congratulated Ms. Buban on a successful summer reading program.

The New Jersey State Library Trustee Institute will be held on October 27 in East Windsor; if anyone has an interest in attending one trustee from each library may attend for free.

V Consent Agenda

Director's Report

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:

June 20, 2018 Regular Meeting.

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

VI Committee Reports

Administrative Policy Manual & Bylaws – no report

Building & Grounds – There are still some temperature fluctuations but this issue is improving.

Marygrace is looking into quotes for painting and new carpet in the meeting room. The room is heavily used and in need of maintenance; the carpet is original from when the Library was constructed and there is visible damage from the ceiling leak.

There has been some dripping from condensation in the new book area. This has been investigated but appears to be in line with normal functioning of the HVAC system.

Finance – Update regarding CD renewal.

Technology – no report

Strategic Plan – no report

Personnel – Discussion of paid sick leave legislation (below).

Nomination – no report

VII Old Business

- Discussion of Millington Street Fair table staffing: the first shift starts around 10, closing is around 5.

VIII New Business

- **Discussion of New Jersey Paid Sick Leave Law:** The Library will need to abide by the new paid sick leave law which becomes effective this October. The law provides that employees earn one hour of paid sick leave for every 30 hours worked, including part time employees. Ms. Begraft had previously circulated a summary of the new law to the Board. She discussed the new requirements and answered questions about implementation and cost to the Library, which is expected to be approximately \$2300.00 in additional annual expenses. It was noted that the Personnel Manual should be updated to reflect these changes.
- **Approval of 2017 Audit:** After discussion, Ms. Kosempel made a motion to approve the 2017 Audit. The motion was seconded by Mr. Kelly and unanimously approved.
- **Security Cameras:** Ms. Begraft has obtained additional quotes for security camera systems. The Board reviewed and compared the quotes and several issues were discussed including: privacy concerns as relating to camera locations and access

to/storage of footage, where to most effectively place the cameras given past security issues, and differences in picture resolution and archival times. Ms. Begraft will further investigate the way libraries address privacy concerns, applicable privacy laws that may come into play, and library practices for archiving camera footage. She also plans to meet with the police department to discuss any advice they may have. There was a discussion of a written security camera policy and appropriate public postings.

- Ms. Begraft expressed her gratitude for the generous donations the Library Foundation has received in memory of Lynne Combs.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Burnett and approved unanimously, the meeting was adjourned at 8:42 p.m.

Respectfully Submitted,

Joanna Askey
Secretary