

**Long Hill Township Public Library**  
**Board of Trustees Meeting**  
**August 19, 2020**

**In Person and 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 7:38 p.m. by Board President, Sally Semper.

**Roll Call:**

**Present:** Suzanne Kosempel, Joanna Askey, Lisa Butler (via Zoom), Mary Mayer, Lynette Schneider, Sally Semper, Kimberly Celeste, Jonathan Kelly (via Zoom). **Also present:** Pierre Rosen, Library Director; Heather Gillis, Library Foundation (via Zoom)

**Excused:** 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 Mr. Rosen and Library staff for getting the Library ready for resuming in-person services. She noted that the Library again served as a cooling/charging center during the latest lengthy power outage resulting from tropical storm Isaias.

Ms. Semper thanked the Gates Avenue knitters for their recent donation of \$715 and she congratulated the group on their 20<sup>th</sup> anniversary.

Ms. Semper and Mr. Rosen gave their report from the August Library Foundation meeting. The group is currently working on materials for their annual appeal. They have purchased a plaque to commemorate donors to the Foundation and Friends, which will be displayed in the Library.

Ms. Semper has asked Superintendent's Representative Mr. Vitarello to provide a report, which Ms. Semper relayed to the Board. Mr. Vitarello provided a summary of school reopening plans. He had some questions for Mr. Rosen about coordinating with the schools on material for the summer reading program next year and about electronic resources. Mr. Rosen will follow up with Mr. Vitarello.

**V Consent Agenda**

***Director's Report***

***In addition to his written report:***

There was a question about staff hours: since the Library is operating at reduced hours, have staff members returned to working the same number of hours per week as they were pre-Covid? Mr. Rosen said yes, schedules have been rearranged and since there are fewer staff members, there is less overlap in the schedule and therefore everyone is maintaining their regular number of working hours.

There was a discussion about Library capacity and some questions about capacity limits which Mr. Rosen indicated is 25 patrons. Right now, the Library has not seen a lot of traffic. Once school starts however, several issues may present themselves including increased use of the Library by students and tutors. In fact, when Mr. Rosen reached out to the high school, they mentioned that students and tutors will be looking for study space when the school is closed. This will obviously present capacity issues. Mr. Rosen will be in communication with the Department of Health about building capacity.

The Library was able to handle the number of patrons who needed services during the power outage.

***Treasurer's Report***

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

There was a discussion of certain items on the bill list and financial statements. Issues raised included: that the income sheet should reflect the approved budget, not the temporary budget; questions about the amount listed for the cleaning bill; what is the impact of the new budget line 7275 (Covid-related expenses) on the budget; questions regarding which invoices were included on certain check stubs, and requests for clarification regarding certain other checks. Some issues were resolved, and Mr. Rosen will look into outstanding questions.

***Acceptance of the Minutes from the following meetings:***

June 17, 2020 Regular Meeting and the July 7, 2020 Special Meeting.

Ms. Kosempel made a motion to accept the Consent Agenda and the motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved with Mr. Kelly, Ms. Mayer and Ms. Celeste abstaining on the Special Meeting minutes.

**VI      Committee Reports**

***Building & Grounds*** – There was a question as to the status of the FEMA grant which will hopefully allow the Library to recoup a percentage of Covid-related expenses. Originally the plan was to coordinate with the Township which would submit the expenses but now the Library is submitting independently. Mr. Rosen reported that the process is underway.

Mr. Rosen reported that the air conditioning has been fixed and furnace parts will be arriving shortly.

There was a discussion of the Capital Reserve Replacement Fund Analysis. At our January meeting when this was last discussed, the Board was in general agreement that the Library should hire a consultant to develop a capital maintenance expense plan. At that time, Ms. Luderitz was going to do some further research on options for consulting groups. Mr. Rosen has retained The Falcon Group, which performed a similar study for the Bernards Township Library.

Ms. Askey made a motion to approve resolution 2020-17, which will approve a restricted Capital Maintenance Fund Expense in the amount of \$3,500.00 to be paid to The Falcon Group for the purposes of performing a Capital Reserve Replacement Fund Analysis as described in their proposal dated February 10, 2020. The motion was seconded by Ms. Semper. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Mr. Kelly, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

Ms. Schneider cautioned that funds in the Capital Maintenance Reserve Fund may not be available for immediate use depending on how those funds have been invested.

***Finance*** – We have received the third quarter millage and a portion of the additional appropriation from the Township. Ms. Semper reminded everyone to be aware that the millage can sometimes arrive later than expected.

To determine where we now stand with the budget in light of Covid-19, the finance committee presented a comparison of the approved budget with a revamped budget which takes into account Covid-19 related adjustments. We are still on track and under budget.

***Personnel*** – As discussed at our June meeting, the Personnel Committee will be meeting to review all job descriptions. Ms. Kosempel has recommended that the Committee review all descriptions at the same time so that, going forward, all will be on the same review cycle. The Board was in agreement with this.

Ms. Kosempel reminded everyone to complete their Director evaluation forms.

## **VII Old Business**

- **Air Conditioning Expenses:** There was a discussion about the status of the air conditioning repair bills. Service and repair work had been approved at the July special meeting and subsequent repairs were approved as an emergency expense. However, it was unclear whether the bills listed in the check detail represented all the bills for the repair work or if any bills are still outstanding. Mr. Rosen will look into this.
- **2021 Meeting Schedule:** Ms. Semper made a motion to approve the 2021 Board Meeting schedule. Ms. Mayer seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved. (Mr. Kelly had been excused from the remainder of the meeting.)
- **Reopening Updates:** Mr. Rosen provided a reopening update. Things have been going well and the Library will be able to offer more evening hours and return to Sunday hours. Ms. Kosempel thanked Ms. Wagner for her work coordinating all the schedule changes. Ms. Buban has been providing excellent virtual children programs, and Ms. Luderitz's virtual book clubs have been well attended.

## VIII New Business

- **Resolution 2020-16 Designating Kearny Bank an Authorized Bank for Library Funds:** Ms. Mayer made a motion to approve Resolution 2020-16 designating Kearny Bank (and replacing Millington Bank) as an Authorized Bank for Library Funds. Ms. Schneider seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.
- **CD Rollover:** The Finance committee has recommended rolling over the Kearny Bank CD in the amount of \$202,508.46 to a six-month CD. Ms. Schneider made a motion to approve the rollover, which was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.
- **Approval of Legal Services Agreement:** If the Board ever needs legal advice, the Board must have an approved legal services agreement in place before consulting with the attorney. Ms. Kosempel made a motion to approve a legal services agreement between The Trustees of the Free Public Library of the Township of Long Hill and Michael A. Cerone, Jr. Ms. Mayer seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Celeste, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

- **Resignations and New Hires:** There have been a number of staff departures over the past few months. Mr. Rosen has posted an ad for the administrative assistant position which is now open.

As Ms. Luderitz will be retiring at the end of October, we will also need to fill the Adult Services position. There was a discussion about whether to keep this position as one full time position or split it into two part-time positions due to budget considerations. Mr. Rosen provided a summary of cost savings if the job were to be split. The Board was in agreement that the job should be maintained as one full time position. There was further discussion about benefits that would be offered. As the Township handles benefits administration, Ms. Kosempel will follow up with them.

- **Salaries and Wages:** The Board reviewed the 2020 Salaries and Wages list. This has all been previously approved but has been updated to reflect new hires.

Traditionally, certain positions have paid one dollar less than their standard hourly wage during the probationary period. The Board agreed to eliminate this dollar differential.

Going forward the Board will have to consider the impact of the new minimum wage law on new and existing staff salaries.

- **Resolution Approving Temporary Governmental Emergency Measures and Restrictions:** After discussion, this resolution was tabled.

## **IX Public Comments**

No public comments.

## **X Executive Session**

Ms. Semper made a motion to accept the following resolution: Be it resolved, pursuant to the Open Public Meetings Act, that the Long Hill Township Public Library Board of Trustees meet in closed session to discuss a request from the Library Director regarding a personal scheduling matter. The Minutes of the Executive Session shall be made available for disclosure to the public, pursuant to N.J.S.A. 10:4-13, when the items which are the subject of the closed session discussion are resolved and the reason for confidentiality no longer exists.

The motion was seconded by Ms. Mayer and unanimously approved.

The Board entered Executive Session at 10:29 p.m. and returned from Executive Session at 10:44 p.m. to resume the open public meeting.

## **XI Adjournment**

On motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 10:45 p.m.

Respectfully Submitted,

Joanna Askey  
Secretary