

**Long Hill Township Public Library
Board of Trustees Meeting
August 21, 2019**

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, Sally Semper.

In Attendance:

Lisa Butler	Joanna Askey	Mary Mayer	Jonathan Kelly
Lynette Schneider	Sally Semper	Nancy Burnnett	

Also present:

Lyn Begraft, Library Director

Excused: Izzzy DeBiasse Suzanne Kosempel

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

Congratulations to Ms. Buban on a successful summer program, and thank you to Ms. Begraft who kept things running smoothly during multiple building, etc. issues during the past two months.

Trustees are encouraged to take a look at the recent NJLTA email regarding available webinar seminars and short take videos.

V Consent Agenda

Director's Report

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

June 19 Regular Meeting and May 15 Executive Session.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Butler and was approved unanimously, with Mr. Kelly abstaining on the minutes.

VI Committee Reports

Administrative Policy Manual & Bylaws – Security Camera Policy: Board members reviewed the final security camera policy. After discussion, Ms. Semper made a motion to adopt the Security Camera Policy. The motion was seconded by Ms. Mayer and approved unanimously.

Strategic Plan – The Committee is continuing to work on the Strategic Plan.

Building & Grounds – The (second) new water heater seems to be working well. Ms. Begraft has put in an insurance claim for damage from the leaking heaters.

Ms. Begraft provided an update from the B&G committee:

Quiet Study Room: Since this room is at the end of the HVAC line it is difficult to control the temperature. As part of the effort to make this room more comfortable and usable, solar shades will be installed. The existing shades will be used in another area of the library. The room is being painted and the door removed to make the room feel more connected to the Library and to encourage appropriate use of the room.

Ms. Mayer made a motion to accept the B&G committee's recommendation to purchase solar shades in an amount not to exceed \$3,000. The Acorn Fund will be used to finance the purchase. The motion was seconded by Mr. Kelly and unanimously approved.

Signage: Ms. Begraft and Ms. Luderitz have been working to upgrade signage and shelf talkers (which patrons have requested). They would also like to add end slats for book displays to the fiction shelves. There are some end slats elsewhere in the Library which do encourage circulation. Ms. Begraft and Ms. Luderitz would also like to add signage to the end of non-fiction aisles to direct patrons to subject categories (i.e. "cooking") in addition to listing by the Dewey Decimal System. It was pointed out that these are low cost ways to implement some of the changes suggested by the space audit. Ms. Askey made a motion to authorize the expenditure for signage and slat walls from the Acorn Fund. The motion was seconded by Ms. Mayer and approved unanimously.

Book Drops: There have been discussions with a local business which may be willing to wrap the book drops as a donation; the Board is generally in favor of this idea.

Finance – There was a discussion of the Restricted Funds. These funds were established at a time of budget surplus and it may no longer be realistic to continue with certain Funds in their current form particularly with mandatory replenishments, as there is currently no surplus with which to replenish the Funds. The Finance committee has suggested the Board consider unrestricting all or a portion of the funds and/or eliminating replenishment requirements until such a time as surplus funds may be

available. The Acorn Fund, which consists of donations set aside to fund furnishings and improvements to the Library building, would be used for that purpose.

The Library has received the \$20,000 financial assistance payment from the Township. At the end of the year the Library can make an additional financial request to the Township Committee. Those allocations are based on need and availability of funds.

There was a discussion of the \$12,000 which had previously been committed by the Library Foundation.

Online Banking: Paperwork has been completed and we are awaiting implementation.

Credit Card: This is in process with Investors Bank.

Sunday Closure: Currently the Library is facing a \$9000 budget deficit. Given anticipated rising costs, such as the new minimum wage law, it is not expected that the Library's financial situation will improve soon. Ms. Begraft and the Finance Committee have already made cuts to the budget but there is still a gap as costs, such as health care and pension costs and materials costs, have increased while our state mandated funding from the Township has remained static. Closing the Library on Sundays will save \$4300. As the Library has been closed on Sundays all summer, it is hoped that this closure will impose the least impact on patrons. Also, Sunday is the most expensive day to operate, since staff is paid time and a half.

Depending on future funding and the impact of the Sunday closure, the Board may look at options such as remaining closed on Sundays but expanding Saturday hours, or closing earlier in the evenings when there are lower patron counts.

Millage numbers, which determine how much funding will be received from the Township, will be available in October which will allow the Finance Committee to start working on the 2020 budget.

On motion by Jonathan Kelly and seconded by Nancy Burtnett, the Board unanimously voted to remain closed on Sundays for the remainder of 2019.

VII New Business

- **2018 Audit Review:** Ms. Burtnett made a motion to approve the 2018 Audit. The motion was seconded by Mr. Kelly and unanimously approved.
- **2020 Meeting Dates:** Ms. Semper made a motion to approve the 2020 Board Meeting schedule. The motion was seconded by Mr. Mayer and was unanimously approved.

VIII 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 various patron issues and the HPAC collection. The motion was seconded by Ms. Askey and approved unanimously.

The Board entered Executive Session at 9:40 p.m. and returned from Executive Session at 10:05 p.m. to resume the open public meeting.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Semper, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 10:05 p.m.

Respectfully Submitted,

Joanna Askey
Secretary