

**Long Hill Township Public Library
Board of Trustees Meeting
September 15, 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 7:36 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Mary Mayer, Lisa Butler, Julie Mazur, Angela Cuonzo. **Also present:** Marygrace Luderitz, Library Director; Lisa Hoffman, Library Foundation Representative

Excused: Michael Vitarello

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 noted that it was great news that the Library stayed safe and dry after the Hurricane. The Library did close 1 day due to staff unable to get to the Library due to the road conditions.

Ms. Kosempel acknowledged Ms. Ashbrook and Ms. Buban for their creativity and flexibility in programming. She also noted the impressive number of teens participating in the summer reading program.

Ms. Kosempel also noted that the Stirling Street Fair was cancelled due to the flooding but the Library will participate in the Halloween parade on October 17th and asked any Trustees who can be at the Library table to let her know.

V Consent Agenda

Director's Report

In addition to written report

Ms. Luderitz states she heard from the auditor and said all was fine and the official report will be provided shortly.

Ms. Luderitz also reports the plumber will come 9/27 to move the pipe in the Meeting Room kitchen from the external wall to an internal wall to prevent freezing.

Ms. Luderitz reported that the Kindergarteners will come 10/6 to sign up for Library cards.

Ms. Luderitz also noted that in comparing circulation reports between current and 2019 (pre-pandemic), there is an increase in the number of printed materials being circulated, therefore demonstrating that circulation seems to have increased overall.

Treasurer's Report

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

It was noted that Ms. Mayer did a great job making sure adjustments were accurate and reconciling all reserve funds so all are clearly organized and easy to follow the transactions. The approval tonight will include all numbers from September and the corrected ones from August.

Acceptance of the Minutes from the following meeting:

August 18, 2021 Regular Meeting. Ms. Semper made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

VI Committee Reports

Administrative Policy Manual and Bylaws –

- All members have received the latest Bylaws which were forwarded to the attorney for review. There were a few suggestions from the attorney which will be made. With no questions about the changes, Ms. Askey made a motion to

accept the revised Bylaws as presented. This motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

Building and Grounds –

- Ms. Luderitz reports she got 3 quotes for painting the interior of the Library. Two quotes were approximately \$12,000 and the third was approximately \$20,000. A decision will be made between the 2 lower priced quotes.

Finance –

- The Committee will begin working on the proposed 2022 budget.

Personnel –

- Paid time off: As a follow up from last meeting, the Revised Paid Time Off Policy for Part Time Employees had been approved pending checking on Term C. It is now fully approved.
- Director’s Review: The committee collected feedback from Board Members and provided feedback to Ms. Luderitz for an “informal” 6 month review. There were positive comments shared and the committee expressed being very thankful for Ms. Luderitz’ hard work and the positive collaborative relationship between her and the Board. The committee will provide Ms. Luderitz with the summary of all comments.

VII Old Business

- **VOID Resolution 2021-24 Restricted Tech Fund Expense for Hotspots:** This resolution charged the Hotspots to the Restricted Tech Fund. However, it is now being charged against electronic resources and as part of the ARPA Grant funds. This grant request completed by Ms. Ashbrook was \$11,500 for our technical equity program. Ms. Mazur made a motion to VOID Resolution 2021-24. The motion was seconded by Ms. Mayer. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2021-29: Resolution Setting the 2021 Budget.** This Resolution was approved last month but is included in the packet.
- **Resolution 2021-30 Resolution Approving the Expenditure of Appropriations From the Township of Long Hill, Provided for Capital Expenses – Air Conditioning Unit Replacement.** Ms. Semper made a motion to approve Resolution 2021-30 to authorize \$8,235 to be paid to replace Air Conditioning Unit #10. Ms. Semper seconded this

motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.

VIII New Business

- **Resolution 2021-31 Resolution Approving the Funds Transfer to Reimburse Capital Reserve Restricted Fund.** Ms. Askey made a motion to approve Resolution 2021-31 to authorize \$2,666.97 to be transferred from Operating Expense Line to Capital Reserve Fund for Plumbing bill. Ms. Butler seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Resolution 2021-32: Approval of Unrestricted Fund Expense:** Ms. Kosempel made a motion to approve Resolution 2021-32 for up to \$11,500 to pay for technology equipment and training for which we will be reimbursed from the ARPA grant. Ms. Mayer seconded this motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Cuonzo, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Mazur, Yes; Ms. Semper, Yes. The motion was unanimously approved.
- **Upcoming Friends events:** Saturday 11/6 Shred it from 10am-2pm. Also a new Fundraiser on Saturday 11/13 Family Photography sessions. In addition, the Friends are working on a new Bonfire website to sell t-shirts.

IX Public Comments

Ms. Hoffman commented, on behalf of The Foundation, that they are very happy with the positive collaborative relationship between them and both the Board and the Director.

Ms. Hoffman also reports The Foundation plans to begin their Annual Appeal in November.

X Adjournment

On motion by Ms. Mazur, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:28 p.m.

Respectfully Submitted,
Lisa Butler
Secretary