

**Long Hill Township Public Library
Board of Trustees Meeting
September 20, 2023**

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 7:33 p.m. by Board President, Suzanne Kosempel.

Roll Call

Present: Suzanne Kosempel, Sally Semper, Joanna Askey, Lisa Butler, Julie Mazur, Angela Cuonzo, Shannon Butler, Karen Remington, Emily Chen. **Also present:** Marygrace Luderitz, Library Director; Caren Tolleth, Library Foundation Representative.

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 stated it was wonderful to see all the great programs being offered currently.

Ms. Kosempel noted that 2 weeks ago in the Echoes newspaper, 3 of the 4 front page articles were about the Library!

V Consent Agenda

Director's Report

In addition to written report:

No additions.

Treasurer's Report

Bill List

Operating Income/Expense Report

There was a discussion to clarify a few items in the Treasurer's report including the appropriations from the Township, the switch from T-Mobile to Beacon, and the line for the Strategic Plan.

There was a discussion regarding the people counter and how precise it is. Ms. Luderitz states they may consider other options which may prove to be more accurate.

Acceptance of the Minutes from the following meeting:

August 16, 2023 Regular Meeting.

Ms. Remington made a motion to accept the Consent Agenda and the motion was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved with Ms. L. Butler abstaining on the minutes.

VI Committee Reports

Administrative Policy – The Committee met in the beginning of September and Ms. Luderitz revised all the remaining sections to make them current and consistent. The plan is to present these at the October Board Meeting for approval. There was a discussion about non-resident municipal employees reserving the meeting rooms to meet with students that are not residents. Feedback indicated it is best to leave this policy as it is now which is that a parent must reserve the room. The Committee has found a need for a social media Policy and is working on creating that policy.

Strategic Plan- Ms. Luderitz reports we are awaiting the draft copy of the plan. Ms. Kosempel is working on the President's remarks.

Building and Grounds- Discussion regarding switching water fountain to include a water filling station. Ms. Luderitz states there are questions regarding if it would be ADA compliant. The Ladies room flusher needs replacing (approximately \$1500). Discussion regarding evaluating ways to make better use of the space in the Children's Area. There was also a discussion regarding the idea of a vending machine in the Library.

VII Old Business

- **Holiday Schedule 2024:** It was proposed that MLK Day be a paid holiday in place of Good Friday. Ms. Mazur made a motion to approve the 2024 Floating Holiday Schedule. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.

VIII New Business

- **Resolution 2023-14: Salary for Head of Patron Services Position:** Ms. Kosempel made a motion to approve the salary for the Head of Patron Services position. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-15: Update Final Budget with Capital Appropriation:** Ms. S. Butler made a motion to approve the revised final budget including the additional appropriation from the township for \$20,000 which will be used for HVAC. The motion was seconded by Ms. Kosempel. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **Resolution 2023-16 Approval of Restricted Technology Fund Expense:** Ms. Chen made a motion to approve up to \$9,500 from the Technology Reserve Account for the Meraki Firewall, 2 public computers, 4 laptops, and 2 SSD cards. Since the township did not approve these expenses, they must come from the Tech Fund. The motion was seconded by Ms. Askey. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Mazur, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Remington, Yes; Ms. Chen, Yes. The motion was unanimously approved.
- **School Updates:** Ms. S. Butler reports Back to School Night is 9/21 at Millington. In addition, she stated that the school plans to resume in-person parent teacher conferences this year.
- **Shred-it-day:** The Friends' Shred-it-day Fundraiser will be Saturday November 11 from 10am-2pm.

IX Executive Session

Ms. Kosempel 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 the following personnel matters: Library Director, Assistant Library Director, and Head of Patron Service. 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. Mazur and unanimously approved.

The Board entered Executive Session at 8:38 p.m. and returned from Executive Session at 8:43 p.m. to resume the open public meeting.

X Public Comments

Ms. Tolleth reports the Foundation is hoping to begin mailing their appeal letters on Election Day.

X Adjournment

On motion by Ms. Kosempel, seconded by Ms. Semper and approved unanimously, the meeting was adjourned at 8:51 p.m.

Respectfully Submitted,
Lisa Butler
Secretary