

**Long Hill Township Public Library
Board of Trustees Meeting
September 21, 2022**

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, Angela Cuonzo, Julie Mazur, Shannon Butler, Karen Remington. **Also present:** Marygrace Luderitz, Library Director; Claudia Mott, Library Foundation Representative.

Excused: Joanne Lavender

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 thanked the Board Members for signing the bank signature card.

Ms. Kosempel also reminded the Board Members about the Trustee Institute training on 10/8 from 9-4. She stated it is via Zoom and it is believed that if you register you also receive an email with the recorded event. She asked that Members inform her if they attend the training as these hours are tracked.

V Consent Agenda

Director's Report

In addition to written report:

Ms. Luderitz noted regarding staff news: Good news Eric who left is back and Julie Salthouse had a baby girl.

Ms. Luderitz asked that members view the pictures in the Board Packet of ideas of new wrapping for the dropbox. Ideas and feedback are welcome.

Ms. Luderitz addressed the follow up regarding last month's questions about circulation numbers. The numbers at first glance did increase in 2021. Upon further investigation, this is due partly to autorenewal which began in January 2021. In addition, the ILL requests from the newly added libraries made the 2021 numbers appear higher. In comparing the circulation numbers with these adjustments, the numbers are back to where they were pre-COVID.

Ms. Luderitz discussed Amazon dropping its Line of Credit billing in 2023. While it appears they may be simply switching banks, it gave way for a discussion about attaining a debit card to use for small purchases. More detail under New Business.

There was also a discussion about Kearny Bank charging a \$5.00/monthly fee for inactivity. The Acorn Funds account is at the bank and dormant. Since most banks charge this type of fee, it was suggested to make note to do a transaction at least 1x yearly to maintain activity and avoid the fee.

Ms. Luderitz reports Ms. Buban and Ms. Ashbrook will be present at all the School Back to School Nights (including WH High School).

Ms. Luderitz also reports she got pricing for furniture for the children's area which was estimated at \$24,000. As an alternative, she is exploring prices to reupholster the existing furniture.

Treasurer's Report

Bill List

Operating Income/Expense Report

The Bill lists for July and August were emailed to Board Members on September 20. Since the Board does not meet in July, the July and August Bill Lists should have been included in the August Board Packet. Due to illness (Bookkeeper) however, the Lists were not available for the August Board Meeting.

Ms. Luderitz made a few comments about the Income/Expense Report:

- The ARPA Grant Line 4750 appears over budget. Some items were billed to

the wrong Grant line and will be corrected.

- The Kanopy Line 6134.02 looks as though it has not used any of its budgeted funds. Kanopy works by pre-loading money into an account and working the balance down based on patron usage. We pre-loaded funds in December and still have a balance. We will pre-load \$1,000 in December, and move \$2,000 to another budget line.
- Lines 6007-6012 was discussed. Grants are hard to report. They are often not budgeted for since we never know if/what we will get. They are listed in the report as income (6007-6012) but the expense is tracked in various budget lines (4750-4790). We are working on a better way to track them.
- Earlier this year, we began sending the full Financial Reports to the Treasurer only. The Board Report includes the Income/Expense Report and Check Detail Report. Ms. Luderitz will report the account balance when spending from a Restricted Fund.

The Treasurer will meet with the Bookkeeper on October 4th to review the Financial Reports and Financial process.

Acceptance of the Minutes from the following meeting:

August 17, 2022 Regular Meeting.

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

VI Committee Reports

Administrative Policy Manual and Bylaws –

- The Committee prepared draft revised bylaws which include committee descriptions and expanded officer descriptions. Ms. Askey was thanked for her hard work on this. In addition, Ms. Luderitz was thanked for her feedback and information for this section. Next to be worked on is the Trustees section in the Admin Manual so that the Bylaws and Admin Manual are consistent and also to update the Admin Manual Finance section.

Strategic Plan –

- The price quoted for the consultant was very high. This will continue to be followed up on to find a reasonable alternative.

Personnel – Director’s Review

- Director is due for her Annual Review. The committee will send out the paperwork in the next few weeks to the Board Members.

School updates-

- Ms. S. Butler gave some updates from the schools. She states she has reminded the teachers that they are able to get Library cards. She also states the 5th grade reading teacher will communicate any upcoming Reading projects to able to work in collaboration with the Library. Ms. S. Butler also communicated to the Reading teacher the upcoming Library programs offered.

VII Old Business

- **Painting of the Library:** The logistics are being worked on to begin prior to year-end.

VIII New Business

- **Annual Director Review:** As mentioned above, this will begin to be worked on in the next few weeks.
- **Resolution 2022-16 Approval of Restricted Technology Fund Expense:** Ms. Luderitz reports due to some unexpected equipment failure, there is a need to replace this equipment. Ms. Kosempel made a motion to approve up to \$3,000 from the Restricted Technology Fund for hardware Equipment. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Resolution 2022-17 Approval of Restricted Technology Fund Expense for AV Equipment:** Ms. Luderitz reports, there is a need to upgrade the AV/IT equipment. Ms. Kosempel made a motion to approve up to \$2,500 from the Restricted Technology Fund for AV Equipment. The motion was seconded by Ms. L. Butler. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Proposed 2023 Holiday Schedule:** The Board packet includes the proposed schedule. This includes the 2023 dates of when full-time staff are compensated with a floating holiday when scheduled to work on a federal holiday. Ms. Kosempel made a motion to approve 2023 Holiday Closings and Floating Holiday Schedule. The motion was seconded by Ms. Mazur. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.

- **Proposed 2023 Fee and Fine Schedule:** The Fee/Fine schedule has no changes from last year. Ms. Luderitz initiated a discussion in which she suggested eliminating fines for children’s items to encourage the goal of coming to the Library and being a “life-long learner”. In 2019, there was approximately \$9,000 in fines (kids and adults) collected. In 2021, autorenewal was initiated and that number went to approximately \$3,600. In 2022, to date, there has been approximately \$2,800 collected (approximately \$1,100 in kids). There was a discussion about the pros and cons of eliminating these fines. There were also questions raised about longer-term effects and trends. Ms. Luderitz states she will ask other libraries for feedback and report back next month. Ms. Kosempel made a motion to approve 2023 Fee and Fine Schedule with no changes from last year. The motion was seconded by Ms. Remington. Roll Call Vote: Ms. Kosempel, Yes; Ms. Semper, Yes; Ms. Askey, Yes; Ms. L. Butler, Yes; Ms. Cuonzo, Yes; Ms. S. Butler, Yes; Ms. Mazur, Yes; Ms. Remington, Yes. The motion was unanimously approved.
- **Debit Card and Policy:** There was a discussion about the Library getting a debit card. This would eliminate the need for the Director to charge on her personal card for small expenses and get reimbursed. Ms. Luderitz got feedback from other Libraries and included a sample debit card policy for feedback. The idea would be that it would be from a separate account with a balance of \$2,000 or less. Once a policy is written, it would need review by the Auditor and then can move forward on the next steps.
- **Staff Day:** Typically, there is a staff team building day held on Columbus/Indigenous People Day. However, Ms. Luderitz expressed that these needs would be better met this year doing individualized skill building. She suggests using this day for full time staff to complete some other needed tasks. The Board supports Ms. Luderitz’ decision on how to best use this day.
- **Audit:** Ms. Luderitz reports she heard back today that the audit report is complete and they will send out the final copy. We will review this in October.

.IX Public Comments

Ms. Mott reports the Foundation is working on their Annual Appeal. They plan to get letters out in late October/early November. The Library thanked the Foundation for their continued support. Ms. Mott reports they are trying to boost the Foundation’s social media presence and had over 1,000 views in the first few days of posting a contest.

Shredding Day will be 11/5 10am-2pm.

Long Hill EMT’s Trunk or Treat will be 10/29.

X Adjourment

On motion by Ms. Kosempel, seconded by Ms. Mazur and approved unanimously, the meeting was adjourned at 9:16 p.m.

Respectfully Submitted,
Lisa Butler
Secretary