

**Long Hill Township Public Library  
Board of Trustees Meeting  
September 16, 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 7:35 p.m. by Board President, Sally Semper.

**Roll Call:**

**Present:** Suzanne Kosempel, Joanna Askey, Lisa Butler (via Zoom), Mary Mayer, Lynette Schneider, Sally Semper. **Also present:** Pierre Rosen, Library Director; Claudia Mott, Library Foundation (via Zoom)

**Excused:** Kimberly Celeste, Jonathan Kelly, Michael Vitarello

Copies of the 2019 Audit were distributed to the Board.

**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 read a thank you letter from Jill Hackett, the Library's administrative assistant, upon her departure to a new position, and welcomed new administrative assistant Robin Shipman and circulation staff member Luciana Duarte.

Ms. Semper reported that the Library is now open at close to its normal pre-Covid hours. We will be considering when to extend the operating hours until 9 p.m. MAIN interlibrary delivery has resumed.

Ms. Semper and Mr. Rosen gave their report from the September Library Foundation meeting, at which the group discussed their annual appeal and the placement of the donor recognition plaque.

The Friends of the Library Shredding Day is scheduled for October 17.

Ms. Semper read Mr. Vitarello's report, in which he provided an update on the school reopening process. He again asked about coordinating with the Library for next year's summer reading program and about the availability of e-books. Mr. Rosen will forward these questions to Ms. Buban for follow-up. Mr. Rosen added that he has been in touch with the high school guidance counselors about posting the page position.

One question for Mr. Vitarello is how the Library can best support projects such as grade-wide research assignments and how to keep abreast of popular subjects at the school libraries.

## V Consent Agenda

### *Director's Report*

*In addition to his written report:*

Ms. Buban is planning to begin some limited in-person family programming.

### *Treasurer's Report*

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

There was a discussion about the financial statements, including the following: (a) interest payments: how are interest payments being allocated; (b) professional services: the amount budgeted should be corrected; (c) petty cash: questions regarding the format of the petty cash report and verification that all receipts are being entered; (d) MUF dues: it is uncertain whether additional MUF dues will be assessed this year; (e) ILL delivery: it is also uncertain what may be due for ILL delivery charges.

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

August 19, 2020 Regular Meeting and Executive Session.

Ms. Askey 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. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

## VI Committee Reports

*Administrative Policy Manual and Bylaws* – Ms. Semper verified that everyone has the most recent copies of the Admin Manual and Personnel Manual. Mr. Rosen and Ms. Shipman are putting together a binder of approved resolutions and wanted to confirm with the Board that the manuals have been updated to comply with recent Board resolutions (which they have been).

### *Building & Grounds* –

- The Building and Grounds committee met with Ms. Luderitz to go over maintenance and repair matters, as Ms. Ludertiz will be retiring at the end of October.
- Furnace replacement project: the contractor had recommended waiting until after the summer to commence work because the attic where the furnaces are

located gets so hot. There were some questions about bidding requirements given the amount of the contract. It has been confirmed that since the project is financed by the Township, the Library is not required to put the job out to bid. Any unexpected changes to the original contract price must be coordinated with the Township.

- Book Drops: The book drops are looking old and rusty. Ms. Luderitz had checked into wrapping the drops but this is not going to work out. One of the Library contractors suggested sanding and painting the books drops instead. Mr. Rosen will get a quote.
  - Flood #3 (tech room sink): Mr. Rosen will follow up on this. Our insurance claim was denied, but any documentation for this seems to be missing and the status of the appeal is unclear. It was recalled that the reason for the denial was the age of the under sink hot water heater parts that had failed and caused the flood. It was agreed we should look into replacing these parts at the two other sinks before flood #4.
  - Per Ms. Luderitz, a ceiling tile in the kitchen still needs to be replaced (damage from a previous flood).
  - FEMA Grant: The application process is underway, but the next step is a meeting with the FEMA rep which is currently on hold because of backlogs and recent changes to the grant guidelines. Our application at this point would be for approximately \$21,000 of which 75%, best case, would be covered. However, we cannot be sure of recovering any funds in the near future or possibly at all, and therefore cannot count on a FEMA reimbursement for budgeting purposes.
  - Capital Reserve Replacement Fund Analysis: There was a discussion about the procedure for pulling together the necessary information for the Falcon Group to get the project going.
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- **Resolution 2020-18 Approval of Restricted Furnace Fund Expense:** Ms. Semper made a motion to approve Resolution 2020-18 authorizing \$18,460.00 to be paid from the Furnace Reserve Fund to T.L.P. Climate Control Systems Inc. for Proposal # 10477 dated March 2, 2020, to replace two furnaces. As agreed with the Township, the Township will reimburse the Library for this project. Ms. Mayer seconded the motion. Roll Call Vote: Ms. Askey, Yes; Ms. Butler, Yes; Ms. Kosempel, Yes; Ms. Mayer, Yes; Ms. Semper, Yes; Ms. Schneider, Yes. The motion was unanimously approved.

**Finance** – A very preliminary draft 2021 budget was distributed. Hourly wages will need to be adjusted going forward in light of the 2019 minimum wage law, which provides for incremental wage increases through 2024.

The finance committee has met with Mr. Rosen and the new bookkeeper to go over the financial reports, which was a very helpful meeting. Going forward, the committee expects that the issues with the check detail/bill lists and line items will be straightened out; for instance, there will be more detail on the bill list and petty cash will be itemized

differently. Mr. Rosen attributed some discrepancies in the bill list to the older version of QuickBooks which the Library uses, which he would like to update.

The committee emphasized that we need to be careful to make sure we are able to absorb any extra costs so we do not go over budget, particularly in light of Covid-related budget adjustments.

The finance committee will be meeting soon to go over the Reserve Funds.

**Personnel** – The Library is still short one employee, but staff hours have been adjusted to cover the gap. One challenge has been Saturday coverage. Ms. Wagner is going to try to continue to adjust the schedules so staffing can be kept at current levels. Everyone’s flexibility is greatly appreciated, and Mr. Rosen is keeping an eye on how the staff is doing with the changes to their schedules.

Mr. Rosen is also beginning to interview candidates for the Adult Services position. It was suggested Ms. Luderitz assist with this process given her long-standing familiarity with her patrons.

**Technology** – There was a question as to whether the tv in the small conference room is capable of live streaming (yes, it can be hooked up to a laptop).

## VII Old Business

- **Insurance Benefits for New Full Time Employees:** At our August meeting a question was raised about insurance benefits for future hires. Currently, the Township provides benefits administration services for the Library. If, for future hiring, we wanted to change our current practice of providing family coverage, we would have to separate from the Township and management of the employee benefits program would fall to the Library. As this would involve many additional administrative tasks, the Board agreed that we would not change our practice at this time.
- **Resolution 2020-19 Adopting Temporary Governmental Emergency Measures:** This resolution had previously been tabled for reconsideration. After discussion, the Board consensus was that this resolution is unnecessary at this time. However, it was agreed that there should be a written procedure for emergency closings. The Admin Manual committee will work on this. The Admin Manual also references an emergency procedure manual, which likely needs to be updated and expanded. The Admin Manual committee will start looking into this as well.

## VIII New Business

- **Halloween Parade:** Ms. Mayer reported that the Township Recreation Department will be holding its annual Halloween parade. Details are forthcoming.

- **Trustee Annual Meeting:** Ms. Mayer provided a report of the NJLTA's (Virtual) Annual Meeting. Topics discussed at the meeting included the proposed state budget which reduces funding for New Jersey libraries; the status of LibraryLink NJ; a proposed NJ State Library grant program which would support the development of a digitally inclusive state; and the upcoming Trustee Institute to be held virtually on October 17.

## **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 the Library Director's Review. 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. Kosempel and unanimously approved.

The Board entered Executive Session at 9:17 p.m. and returned from Executive Session at 10:05 p.m. to resume the open public meeting.

## **XI Adjournment**

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

Respectfully Submitted,

Joanna Askey  
Secretary