

**Long Hill Township Public Library
Board of Trustees Meeting
September 18, 2019**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:32 p.m. by Board President, Sally Semper.

In Attendance:

Lisa Butler	Joanna Askey	Mary Mayer	Jonathan Kelly
Lynette Schneider	Sally Semper	Izzy DeBiasse	Suzanne Kosempel

Also present:

Lyn Begraft, Library Director
Claudia Mott, President, Library Foundation
Lisa Hoffman, Treasurer, Library Foundation

Excused: Nancy Burtnett

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

Ms. Semper welcomed Ms. Mott and Ms. Hoffman.

The Foundation has posted on their website and Facebook page the petition circulated by the New Jersey Library Association requesting increased state funding for public libraries:
https://action.everylibrary.org/njla2019?utm_campaign=njla2&utm_medium=email&utm_source=vote-libraries

Ms. Semper noted the impressive statistics from the summer reading program.

There was a brief discussion regarding the signup process for online trustee training materials.

V Consent Agenda

Director's Report

In addition to her written report:

The door lock to the conference room was broken during a fire alarm search and will need to be repaired.

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:

August 21 Regular Meeting and Executive Session.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Mayer and was approved unanimously, with Ms. DeBiasse and Ms. Kosempel abstaining on the minutes and with the regular meeting minutes accepted as corrected.

VI Committee Reports

Administrative Policy Manual & Bylaws – Security Camera Policy: Security camera signage has been posted.

Building & Grounds – The Library has passed the water heater inspection and the HVAC inspection. We are waiting on the new shades for the quiet study room; there are already more people making use of the room after the recent improvements.

Finance – The finance committee met to discuss the status of the budget and what the financial situation might look like next year.

The MAIN consortium assessment still needs to be voted on, but it appears there may be a minor increase of approximately \$350 as MAIN has been able to realize some cost savings. (Our annual MAIN assessment is nearly \$18,000 which provides the Library with benefits such as consortium cost sharing services and technical support.)

Charges for delivery services for the period July 1, 2019 - June 30, 2020 turned out to be approximately \$700 lower than expected. While there is still uncertainty surrounding the future of delivery services it is hoped that this number will remain stable.

We will have the millage number in about two weeks. The millage number is the statutorily required minimum funding which the Township is required to provide to the Library. Once we get that number Ms. Begraft and the finance committee will start putting together next year's budget.

Thank you to the Foundation for the generous donation of \$12,000.

VII Old Business

- **Resolution 2019-15 Approving Expenditures from the Acorn Fund:** As discussed at the August meeting, this Resolution approves the release of up to \$3000 from the Acorn Fund for installation of solar shades in the Computer Room (formerly the Quiet Study Room) to make it a more useable space, and slat wall panels for the ends of the

adult area bookshelves for the improved discovery of materials. On motion by Mr. Kelly and seconded by Ms. Butler, Resolution 2019-15 was unanimously approved.

We extend our appreciation to Bob Schwarz who generously donated his time as well as materials to the signage and panel project.

VIII New Business

There was a discussion about Library coordination with the Long Hill School District:

- There have been questions about how to print from the Chromebooks issued by Millington and Central Schools. It is expected that this need could arise more often as students are increasingly expected to use Chromebooks for their schoolwork and, (for instance), there is now only one printer at Central School for students to use for printing. It was suggested that the Library coordinate with the district tech/IT specialists Trevor Paugh and Jack Hartnett.
- Ms. DeBiasse will be meeting soon with the librarian at Central School. She suggested that the upcoming professional days may be a good time for the librarians at Central and Millington/Gillette to meet with Ms. Begraft. Ms. Begraft will reach out to the principals at the respective schools to see if this is a possibility.

There was a discussion of possible methods for more accurately recouping payment for copying services, such as the EnvisionWare app.

IX 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 finance, patron and HPAC/Historic Society matters. The motion was seconded by Ms. Kosempel and approved unanimously.

The Board entered Executive Session at 8:04 p.m. and returned from Executive Session at 8:56 p.m. to resume the open public meeting.

Ms. Begraft has suggested that the Donation Policy in the Admin Manual be updated and expanded. Ms. Askey will work on this.

X Public Comments

No comments.

XI Adjournment

On a motion by Ms. Mayer, seconded by Ms. DeBiase and approved unanimously, the meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Joanna Askey
Secretary