

**Long Hill Township Public Library
Board of Trustees Meeting
September 19, 2018**

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, Sally Semper.

In Attendance:

Suzanne Kosempel	Mary Mayer	Joanna Askey	
Lynette Schneider	Sally Semper	Nancy Burnnett	Izzy DeBiasse

Also present:

Lyn Begraft, Library Director

Excused:

Jonathan Kelly

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

Thank you to the Township for power washing the Library building.

V Consent Agenda

Director's Report

Treasurer's Report

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

Acceptance of the Minutes from the following meeting:

August 15, 2018 Regular Meeting.

Ms. Askey made a motion to accept the Consent Agenda. The motion was seconded by Ms. Schneider and was unanimously approved.

VI Committee Reports

Administrative Policy Manual & Bylaws – no report

Building & Grounds – no report

Finance – The Library is waiting on the millage numbers. At this point it appears the assessment for MAIN may decrease slightly.

Technology – no report

Strategic Plan – Ms. Begraft will be planning a meeting of the Strategic Plan Committee.

Personnel – The Personnel Committee met to review and update the manual to address the new sick leave legislation; proposed revisions should be ready for the next meeting.

The committee also reviewed all the job descriptions on file. The job descriptions will remain the same except for (a) changes made to the position of Youth Service Librarian and (b) the creation of a new Youth Service Coordinator position, which allows for prior youth services experience in place of a Professional Librarian's Certificate.

Ms. Mayer made a motion to approve the revisions to the personnel manual. The motion was seconded by Ms. DeBiasse and approved unanimously.

Nomination – no report

VII Old Business

- Discussion of Millington Street Fair staffing hours. Ms. Begraft will reach out to the Friends to see if they are available to help staff the Library table.
- Ms. Askey plans to attend the trustee institute in October.
- Security Cameras: There was further discussion of the security camera quotes. Ms. Begraft has obtained some additional specifications from the contractors to address questions raised at our last meeting. She has also discussed the installation with Chief Naga and has provided the Board with samples of library privacy policies, public notices and the ALA statement on security cameras.

The Board generally supports the installation of security cameras. Some further clarification is needed to ensure the purchase of a system that will best suit the Library's needs while being the most cost effective. Two issues are (a) the specifications required to provide satisfactory image resolution and (b) the duration we should be considering for storage time. Ms. Begraft plans to research systems used by other Libraries as well as the Town Hall installation. The Board also discussed whether cameras, or certain

cameras, would be 24-7 or motion activated. The general feeling was that motion activated cameras would be sufficient, which would also increase storage efficiency.

We discussed the possibility of using the Acorn Fund to purchase the security cameras instead of the Technology Fund. Ms Begraft will look into this.

VIII New Business

- **Meeting Room:** We discussed for-profit business use of the Meeting Room. Currently the Meeting Room policy states that no commercial enterprises are permitted. Ms. Begraft pointed out that some libraries do permit such a use (often with a fee attached). A Long Hill business owner, as a taxpayer, is entitled to a Long Hill library card.

IX Public Comments

No comments.

X Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Joanna Askey
Secretary