

**Long Hill Township Public Library**

**Board of Trustees Meeting**

**April 17, 2019**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:36 p.m. by Board President, Sally Semper.

In Attendance:

Suzanne Kosempel	Mary Mayer	Lynette Schneider	Jonathan Kelly
Lisa Butler	Sally Semper	Nancy Burtnett	

Also present:

Lyn Begraft, Library Director

**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 attended the Foundation meeting with Ms. Begraft and was pleased with the new fundraising pamphlet they created. It has color photography and will be distributed to many Township locations including the Valley Funeral Home to use as an option for families to choose to have donations given in lieu of flowers. Ms. Burtnett mentioned that the pamphlets were distributed at the Street Fair.

The Township will be bringing all of their materials to be shredded to the Friends' Shred It Day on Saturday, May 11 from 10 a.m. to 1 p.m. The normal rate is \$10/box but the Township will receive a discount. Even with the discount, the volume should cover the cost of the event.

**V Consent Agenda**

***Director's Report***

No additions to her written 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:***

March 20, 2019 Regular Meeting.

Mr. Kelly made a motion to accept the Consent Agenda. The motion was seconded by Ms. Mayer and was approved.

**VI Committee Reports**

***Administrative Policy Manual & Bylaws*** – Ms. Begraft presented the Video Camera Surveillance Policy for review by the Board. We discussed the Policy and the mounting of video surveillance signs. We would need to have our own signs made if we want to mount any additional signs. Images will be retained for 10 days due to the storage settings. Chief Naga is confident with our process and she will send the Policy to him for review. A suggestion was made to provide Chief Naga with remote access to the cameras which the Board will consider at the next meeting.

***Strategic Plan*** – no report

***Buildings & Grounds*** – Ms. Begraft updated the Board on the completion of the smoke detector battery replacements which cost much less than the original \$1980 estimate.

The Library Space Audit was completed and Mr. Vinjamuri will present his findings and suggestions on April 23 at 10 a.m. All who can attend are welcome. A report will be sent to the Board at the next meeting.

***Finance*** – Ms. Schneider reported that the Township has agreed to give \$20,000 towards the Library budget. It is less than the requested \$34,000 because some of the monies for the maintenance of the Community Room, which was listed as reasons for additional funds, will now be covered under the insurance income from the flood. No new information is available yet on the Library Link cost sharing issue. The Foundation has requested additional information and would like their Treasurer to be present before making a final decision of possibly giving the Library \$15,000. Ms. Schneider provided an overview of the budget noting that the budget does include a 1% salary increase for staff effective May 1, 2019 but the Library Director and Assistant Director will decline their raise to save \$1,500. The Personnel Manual will need to reflect the changed date for salary raises from April 1 to May 1. We will take \$5,000 from the Acorn Fund in order to cover the remaining funds needed. Additional methods to reduce expenses and bring in added income will continue to be explored.

Ms. Schneider made a motion to approve Resolution 2019-13 Approving the 2019 Budget. The motion was seconded by Ms. Semper and unanimously approved.

*Personnel* – Ms. Kosempel notified the Board that it was time for the completion of the Library Director’s review and to look for an upcoming email from her.

*Technology* – no report

## **VII Old Business**

- **Stirling Street Fair**

Ms. Semper extended her appreciation for those who volunteered for the Street Fair especially for the appearance of Elephant from the Elephant and Piggy books, who was a huge hit with the children and the police.

- **Discussion of Proposed Acceptance of HPAC Collection**

Ms. Begraft and Ms. Semper and Ms. Burtnett met with Carol Prasa and Fred Rossi from HPAC. It was determined that the collection contains much more than just what was collected by Mary Lou Weller. There are pictures and other items from the American Legion as well. It was communicated to the members of HPAC that any historical collection will not be cataloged in MAIN. A separate computer will need to house the digital indexing of whatever is in the collection similar to the Historical Society or perhaps the two groups can have both collections on the same computer. HPAC is most concerned with preservation and access to the materials and is willing to compromise towards that goal. Next steps will be for Ms. Begraft to email the members of the Historical Society to set up another meeting.

## **VIII New Business**

- **Resolution to Transfer Surplus Funds**

Ms. Semper explained the resolution to transfer funds for accounting purposes. Ms. Mayer made a motion to approve Resolution 2019-11 approving the transfer of surplus funds. The motion was seconded by Ms. Kosempel and unanimously approved.

- **Resolution to withdraw funds from the Restricted Furnace Fund**

Payment will be made to the Reiner Group Inc. for the previously approved Commercial HVAC Maintenance Agreement from the Restricted Furnace Fund.

Mr. Kelly made a motion to approve Resolution 2019-12 Approving payment of the HVAC Maintenance Agreement from the Restricted Furnace Fund. The motion was seconded by Ms. Mayer and was approved unanimously.

- **Trustee Financial Disclosure Filings**

Every Board Trustee must electronically file their financial disclosure statements in response to the email from Debbie Brooks, Township Clerk.

**IX Public Comments**

No comments.

**X Adjournment**

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

Respectfully Submitted,

Suzanne Kosempel  
Vice President