

**Long Hill Township Public Library**  
**Board of Trustees Meeting**  
**November 16, 2016**

**I Call to Order**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:30 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Joan Donahue	Pam Klawitter	Matthew Laubscher
Mary Mayer	Lynette Schneider	Sally Semper	

Absent: Susan Gard, Phyllis Clemson

Also present:

Lyn Begraft, Library Director

**II Open Meeting Compliance Statement**

President Joan Donahue read the statement of compliance with the Sunshine Law.

**III President's Remarks**

Ms. Donahue extended a thank you to the staff members for their monthly reports, noting how interesting and informative the reports are. The efforts of the staff (and the photos), are greatly appreciated.

**IV Consent Agenda**

***Director's Report***

In addition to her written report:

- Ms. Begraft reported that she was Ms. Mayer's guest at the Chamber of Commerce Dinner, held earlier this month. She thanked Ms. Mayer for the invitation and the opportunity to meet the Chamber members, and indicated she is planning to become more involved with the Chamber in the future.
- Pipeworks came for the fall maintenance of the heating system.
- Board members were asked if there was any particular additional information they would like to see in the staff's monthly reports.
- The unofficial motto for the Library staff during the past week was "Teamwork makes the dream work".
- In response to a question from Ms. Klawitter concerning "collecting wireless access numbers" (from Ms. Luderitz's report), Ms. Begraft explained to the Board that the State wants to know how many people are using our wireless internet. Recent tech upgrades to the Library's network will make it possible to track this figure.

## ***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:***

October 19, 2016 Regular Meeting

Ms. Schneider made a motion to accept the Consent Agenda. The motion was seconded by Ms. Klawitter and was unanimously approved, with Ms. Mayer abstaining on the minutes.

## **V      Committee Reports**

***Administrative Policy Manual & ByLaws*** – Ms. Donahue requested that the committee review the Admin Policy manual to determine if there are any term limits on Board officers. The committee will also investigate whether the Superintendent's and Mayor's representatives can be officers.

***Nominating*** – The Nominating committee will be reviewing what they need to do for year-end. Board members should indicate their committee preferences to Ms. Donahue, and they should see the Nominating committee if they are interested in being an officer.

***Building & Grounds*** - The energy audit has been completed and the committee has reviewed the report. While the net cost of implementing the audit's recommendations would be \$23,000, the realized energy savings would pay for the cost of the implemented recommendations in two years. The Capital Maintenance fund could be used to pay for these updates. The updates include replacing 6 air conditioning units, replacing numerous light bulbs, and installing electronic fuel-use economizers on 5 furnaces, programmable thermostats, and low-flow aerators in the lavatories. The Energy Assessment program is paid for by the State. Other MAIN libraries have gone through the audit/update process and the feedback from these libraries has been positive. A future review will be done by contractor Reiner Group (HVAC) to determine if additional changes are recommended.

***Finance*** – Board members will be returning to M&T Bank on 11/19/16 to add Ms. Schneider and Ms. Semper as check signers.

***Technology*** – The MAIN tech team performed a network evaluation and several upgrades were recommended which will increase network efficiency. The upgrades will cost \$655 plus shipping/handling. MAIN will be installing the upgrades which include new switches and new/updated routers.

The Board discussed the "Amazon Smile" program which allows Amazon.com shoppers to designate a portion of their purchase to a charitable organization. Ms. Schneider will look into this program to see if it's a possibility for the Library.

MAIN's tech group is looking into using ENVISIONWARE which would allow for wireless printing at the Library.

***Strategic Plan*** – no report

***Marketing*** – none

***Personnel*** – none

## **VI Old Business**

- **Harvest Craft Festival Nov. 5 & 6** – Ms. Begraft reported that this year’s fair was comparable to the Library’s 1<sup>st</sup> fair, in terms of attendance and profit. The Director has a number of ideas for adding to, or changing the Festival in the future. It was noted that the bake sale was huge success. This led to a discussion of the feasibility of selling food or drinks to the visitors at the township’s turf field on the weekends, as a fundraiser.
- **M & T Bank Issues** – Board members went to M&T Bank on October 29, 2016 to add check signers to the account. They were unsuccessful in this endeavor due to an error in the Library account’s paperwork. M&T had one of the Library’s accounts categorized as a “corporation” instead of an “organization”, which the bank could not correct without additional documentation. Ms. Donahue will be returning to the bank with the required documentation, and the signers will reconvene at M&T on 11/19/16.
- **Fines and Fees Schedule for 2017** – The “Replacement Media Parts” section has been updated. Ms. Burtnett made a motion to accept the revised Fines and Fees Schedule. The motion was seconded by Ms. Schneider and was unanimously approved.

## **VII New Business**

- **MAIN Membership Agreement for 2017-** The membership fees for 2017 have increased to \$14,000, from \$10,100 in 2016. This is an increase of 40%. MAIN fees are supposed to level out in 2018. Ms. Begraft will be attending a meeting to discuss MAIN’s budget and will hear how the figures were determined. Board members should give her any questions they would like answered at this meeting. The Board was reminded of the many benefits the MAIN membership provides, including 3M, Zinnio, Polaris, Tumblebooks, and I.L.L. (Inter-Library Loans).

## **VIII Public Comments**

- No comments.

## **IX Adjournment**

On a motion by Ms. Mayer, seconded by Ms. Burtnett, and approved unanimously, the meeting was adjourned at 8:40 pm.

Sally Semper, Secretary