

**Long Hill Township Public Library
Board of Trustees Meeting
November 15, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:29pm by Board President, Joan Donahue.

In Attendance:

| | | | |
|---------------|------------------|---------------|-------------------|
| Joanna Askey | Nancy Burnnett | Izzy DeBiasse | Joan Donahue |
| Pam Klawitter | Suzanne Kosempel | Mary Mayer | Lynette Schneider |
| Sally Semper | | | |

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. Izzy DeBiasse was sworn in by President Donahue, as a new member of the Board. Ms. DeBiasse was appointed for a one-year term as Superintendent's Representative, and was officially welcomed to the Board. Director Begraft will be holding a training session for the new board members, Ms. DeBiasse and Ms. Askey.

- Ms. Donahue noted that the Library Bond had passed which was good news.
- She attended the recent Foundation meeting and indicated that the fundraising letters would be mailed soon. The Foundation is working to increase social media traffic, and is asking for the Board's help in that endeavor.
- President Donahue reported that the Energy audit is complete. She expressed her thanks to Ms. Begraft, Ms. Luderitz and the Building & Grounds Committee for the huge effort on their parts, throughout the lengthy process.

IV Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft reported that Ms. Meaghan Darling, the Youth Services Librarian, has handed in her resignation. She will be taking a position at the Sparta Public Library, and her last day at Long Hill will be December 15, 2017. Director Begraft will be posting the job on the Library sites, and she hopes to fill the job by the beginning of next year.

- Ms. Luderitz has indicated she would like to update the Library’s website. The last update was done in 2011. The platform needs to be migrated by January 31, 2018, as it will no longer be supported. Newer websites are less text-heavy, and are more compatible with devices. The cost for the update would be \$3,400 and the funds would come from the “Professional Services” line of the budget. We would be able to migrate the current website “as is” and then do the updates after the migration. The company Ms. Luderitz proposed to do the update is *Ionicnet*. Ms. Mayer commented that they felt the cost for the update was good. Ms. Askey felt the improved compatibility with devices is important. It was noted that the current Library website has a PayPal button for donations.

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 18, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds

- The new thermostats are now installed, and they are adjustable. The HVAC company providing the service was excellent. The lighting company came back for a final walkthrough.
- Pepe & Son will be putting in heating coils on the roof after Thanksgiving.
- Ms. Mayer asked for an update on the Circulation desk doors. Finding someone available to complete this job continues to be a problem.

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – no report

Nomination – no report

VI Old Business - none

VII New Business

- **2018 Preliminary Budget** – Ms. Begraft is still working on the budget for next year. She is awaiting numbers from the township for items such as utilities and healthcare. The MAIN assessment has increased by the amount of \$14,000 to \$18,105. The assessment should level off next year with about a 2% increase. The cost per library is based on the millage. Ms. Donahue noted that we should have a review of our reserve funds.
- **Collaboration between LHT Schools and the Library** - Ms. Begraft volunteered to speak to the librarians at the LHT schools and the High School to see if it is possible to obtain the summer reading lists sooner. Ms. Debiasse reported that the Long Hill Schools are doing a 40 book challenge, with students striving to read 40 books a year. The Central School principal would welcome someone from the Library to come in to the school during lunchtime (or the GUIDE period) to get students signed-up for Long Hill Township Public Library cards.
- **December Meeting** – Ms. Donahue will be sending an email to the board members so they can sign-up for the food item they plan to bring to the December meeting.
- **Volunteer Dinner** – Ms. Donahue reminded the Board members to send in their RSVP's for the township's Volunteer Dinner.

VIII Public Comments

No comments.

IX Adjournment

On a motion by Ms. Kosempel, seconded by Ms. Schneider and approved unanimously, the meeting was adjourned at 8:23 pm.

Sally Semper, Secretary