

**Long Hill Township Public Library
Board of Trustees Meeting
October 19, 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	Phyllis Clemson	Joan Donahue	Susan Gard
Pam Klawitter	Matthew Laubscher	Sally Semper	

Absent: Mary Mayer, Lynette Schneider

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

President Joan Donahue reminded Ms. Semper, Ms. Burtnett, Ms. Clemson and Ms. Schneider that they are scheduled to meet at M&T Bank on October 29th, at 9am, in order to add Ms. Schneider as a check signer for the Library account. Ms. Donahue encouraged Board members to visit the Library's newly relocated and redesigned Large Print section. The Large Print collection is now residing in the former Reference Materials area. The new location allows for greater visibility of the collection and improved access for patrons. President Donahue reported that the millage figure has been received and it is down roughly 2% from last year's amount. This translates to a funding decrease of approximately \$10,000. Next year's budget will likely be similar to the current year. Ms. Donahue commented that it is good to see that the Teen Advisory Board is growing, and expressed her appreciation of the staff's efforts to keep the teens involved at the Library.

IV Consent Agenda

Director's Report

In addition to her written report:

- Director Begraft reported that during the past month the proposed Holiday Closings schedule was updated, budget figures were being worked on, and answers to the Strategic Plan Committee's questions were provided.
- Twenty vendors will be present at the November 5th & 6th Craft Fair, and the Shredding Day *may* be scheduled for a different weekend.
- The Library's Energy Assessment has taken place.

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: September 21, 2016 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds - no report

Strategic Plan – no report

Finance – All check signers will meet at M&T Bank on 10/29/16 in order to add Ms. Schneider as a signer. Ms. Schneider reported that she is currently working on the budget.

Marketing – none

Personnel – none

Technology – none

VI Old Business

- **Harvest Craft Festival Nov. 5 & 6** – Twenty vendors are slated to be at the Craft Fair. The Craft Fair hours are from 10am-4pm on Saturday, and noon – 4pm on Sunday, with set-up starting at 8:30am on Saturday and 11:30am on Sunday. Ms. Clemson made a motion to extend the Library open hours to allow for the set-up of the meeting room for the Fair. The motion was seconded by Ms. Gard and was unanimously approved.

VII New Business

- **2017 Holiday Closing** – The Board reviewed the proposed Holiday Closing schedule, taking into account staff preferences, last year's schedule, and the avoidance of three consecutive closed days. Mr. Laubscher made a motion to accept the schedule of holidays provided by Director Begraft. The motion was seconded by Ms. Klawitter and was unanimously approved.
- **Audit** – It was noted that the fee for the firm of Ferraioli, Wielkotz, Cerullo & Cuva to complete the Library's audit has increased \$200 from last year. Ms. Donahue made a motion to hire the firm of Ferraioli, Wielkotz, Cerullo & Cuva at \$2,750, to complete next year's audit. The motion was seconded by Ms. Burtnett and was unanimously approved.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Donahue, seconded by Ms. Gard, and approved unanimously, the meeting was adjourned at 7:59 pm.

Sally Semper, Secretary