

**Long Hill Township Public Library
Board of Trustees Meeting
October 18, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:35 pm by Board President, Joan Donahue.

In Attendance:

Joanna Askey	Joan Donahue	Pam Klawitter (via phone)	Suzanne Kosempel
Mary Mayer	Lynette Schneider	Sally Semper	

Also present:

Lyn Begraft, Library Director
Nancy Malool, Long Hill Township Administrator
Izzy DeBiasse, Member of the public

Absent: Nancy Burtnett

II Open Meeting Compliance Statement

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

III President's Remarks

- President Donahue welcomed Ms. Nancy Malool, Long Hill's new Township Administrator, to the meeting. Ms. Malool introduced herself to the board members and spoke about her professional experience, prior to taking her current position in Long Hill Township.
- Ms. Donahue reminded the Board that the recognition luncheon for former board member Phyllis Clemson will be held on Friday, October 20th, 2017, at the Library.
- Ms. Donahue reported that the Library has received the millage figure for 2018, and it's about the same as last year.
- The Board was reminded that year-end is approaching, and three of the four officers' terms are up at the end of December, having reached the 3-year term limit (Pres., VP and Secretary). Members were asked to consider nominations for all offices.
- President Donahue expressed her thanks to Ms. Begraft and the Board members who staffed the Library's table at the Millington Street Fair. Ms. Mayer reported that the Fair was a success and she noted that a large quantity of food was collected for the Food Pantry.

IV Consent Agenda

Director's Report

In addition to her written report:

- Ms. Begraft reported that Ms. Luderitz is awaiting one more quote for the roof coils.
- The energy project is moving forward. There will be more details to follow on HVAC.

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 20, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds – no report

Finance – The committee is getting ready to rough-out the budget.

Technology – The Technology fund will be replenished at this meeting.

Strategic Plan – no report

Personnel – no report

Nomination – The committee is beginning the End-of-Year work.

VI Old Business

- **Millington Street Fair** –The fair was held in downtown Millington on Sunday, October 15, 2017, and was a successful day. In response to a question from a board member, Ms. Begraft indicated that LEAP was not used to sign-up new patrons for library cards at this event.
- **Friends Trivia Nite** – The event had to be cancelled due to a lack of sign-ups. The event will possibly be rescheduled.

VII New Business

- **2017 Audit** – Ms. Kosempel made a motion to accept the audit proposal for 2017, to be conducted by Ferraioli, Weilkotz, Cerullo and Cuva. Ms. Mayer seconded the motion, and it was unanimously approved.
- **2018 Holiday Closings** – M.A.I.N. is requesting this information sooner than in previous years. They gather and collate all of the participating libraries' holiday closing information. Director Begraft requested an additional 'closed day' to use as an in-service training day for the staff. After a discussion of the pros and cons of such a training day, the Board decided in favor of the additional closed day for training purposes. The in-service day will most likely take place on one of the following holidays: M.L.King Day, Presidents' Day or Columbus Day.
- **Resolution 2017-11 Technology Fund Reimbursement** – Ms. Donahue explained the reason for replenishing the Technology Fund. Ms. Askey made a motion to approve Resolution 2017-11 as amended, which would move \$10,466.70 from Operating Surplus to the Technology Fund, in order to replenish the Technology fund to the \$15,000 level. The motion was seconded by Ms. Schneider and was unanimously approved.
- **Berkeley Heights Library Future Construction** - The Berkeley Heights Library will be moving temporarily while a new space is being built. There is no timeline as yet for the construction. In anticipation of the temporary loss of meeting spaces, groups from the Berkeley Heights area have approached our library with requests for the use of our meeting rooms during the construction period. The Board discussed their concerns if outside groups were allowed to reserve the meeting rooms on a temporary basis.

VIII Public Comments

- Ms. Izzy DeBiasse, a teacher at Central School and the nominated Superintendent's Rep, asked how we could better connect the Library with the district schools. Ms. Begraft suggested providing reading lists earlier. Ms. DeBiasse, Ms. Begraft and Ms. Darling will plan to meet to discuss this topic.

IX Adjournment

On a motion by Ms. Klawitter, seconded by Ms. Askey and approved unanimously, the meeting was adjourned at 8:28 pm.

Sally Semper, Secretary