

**Long Hill Township Public Library
Board of Trustees Meeting
September 21, 2016**

I Call to Order

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

In Attendance:

Nancy Burtnett	Phyllis Clemson	Joan Donahue	Susan Gard
Pam Klawitter	Mary Mayer	Lynette Schneider	Sally Semper

Absent: Matthew Laubscher

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 expressed her appreciation to Director Begraft, Ms. Luderitz, and Ms. Darling for spending the day at the Long Hill Township 150th Anniversary celebration. She thanked Ms. Klawitter for attending the Trustee Institute earlier in the month. Ms. Donahue noted that the Friends of the Library are funding the upcoming "Wolf" program, and that participation in the Teen Summer Reading Program was up 91% from last year. Additionally, over 90 patrons attended the Eleanor Roosevelt performance held at the Library, and Ms. Clemson commented on how talented and engaging the presenter was. Ms. Donahue expressed her interest in the audio player that Ms. Luderitz was able to obtain for a blind patron.

IV Consent Agenda

Director's Report

There were no additions to the 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:

August 17, 2016 Regular Meeting

In response to a question about an item in Ms. Luderitz's monthly report, Ms. Begraft indicated that she and Ms. Luderitz have been investigating what services are available for busing senior patrons to the Library. Ms. Burtnett made a motion to accept the Consent Agenda. The motion was seconded by Ms. Mayer and was unanimously approved.

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds -

Board members were asked to take note of the location of the temporary sign currently positioned by Valley Road, and assess its visibility. The Board briefly discussed the goals of new signage.

Strategic Plan – The committee has reviewed the current strategic plan and has developed numerous questions for Director Begraft and the library staff. The plan will be revised to take current endeavors and goals into account. Rewriting has begun. Ms. Burtnett noted that the Board no longer has a Marketing/Publicity committee and the trustees briefly discussed what the goals of this committee should be.

Finance – It has been determined that all check signers will need to be present together at M&T Bank in order to add Ms. Schneider as a signer. A date will be set for this bank visit.

Marketing – none

Personnel – none

Technology – none

VI Old Business

- **Approval of Resolution 2016-14:** Resolution 2016-14 will supercede Resolution 2016-11, designating Ms. Schneider as a check signer. On a motion by Ms. Mayer, seconded by Ms. Gard, Resolution 2016-14 was unanimously approved.
- **Long Hill Township 150th Anniversary update-** Ms. Begraft reported that along with the assistance of Ms. Luderitz and Ms. Darling, she was able to meet and greet many township residents at the anniversary event, and information about the Library's programs and resources was distributed to the public.
- **Trustee Institute** – Ms. Klawitter attended the day-long program and she indicated that the speakers were informative and enthusiastic. She commented that it might be helpful to have township committee members occasionally attend our Board meetings. Ms. Begraft noted that MAIN is talking about having trustee training closer-to-home. A discussion of the need to make the public aware of library events led to the idea of possibly adding a video clip of Library happenings to the community network.
- **Proposed 2016-17 Fine and Fee Schedule** – Director Begraft presented the proposed changes to the Fine and Fee Schedule for the coming year. Proposed changes include

increasing the cost of library cards to \$2.00, assessing the cost of lost items on a case-by-case basis, and not charging the full replacement cost of \$125 for Kindles, which are only loaned for summer reading. Reducing the \$1.00 fine for older DVD's is still under discussion.

- **Harvest Craft Festival Nov. 5 & 6** – Eleven vendors, including the Library's "beaders", are currently slated to be at the craft fair, and the plans are progressing nicely. Ms. Begraft will be scheduling a Shredding Day during the festival weekend. It was noted that the township's Halloween Parade will take place on October 23rd at 3pm. Set-up for the parade is at 2pm and candy is handed out prior to the parade. The parade's rain date is October 30.
- **Staff Appreciation** – Ms. Begraft reported that the staff appreciation event will take place in November, and it will be a catered gathering, held at the Library.
- **Foundation** – The Foundation will be sending out an appeal letter this year and work is underway on this mailing. The Board discussed whether there was some additional information the Library would like to include along with the appeal letter, such as a list of upcoming events or a review of services and special programs provided during the past year.
- **Superintendent's Representative** – There was a brief discussion about the requirements of the Superintendent's Representative, and who is allowed to fill this position. It does not appear that the individual must be a school faculty member.

VIII Public Comments

- No comments.

IX Adjournment

On a motion by Ms. Gard, seconded by Ms. Klawitter, and approved unanimously, the meeting was adjourned at 8:45 pm.

Sally Semper, Secretary