

**Long Hill Township Public Library
Board of Trustees Meeting
September 20, 2017**

I Call to Order

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:32 pm by Board President, Joan Donahue.

In Attendance:

Nancy Burtnett	Joan Donahue	Pam Klawitter	Suzanne Kosempel
Mary Mayer	Lynette Schneider	Sally Semper	

Also present:

Lyn Begraft, Library Director
Meaghan Darling, Children's Librarian
Joanna Askey, Member of the public

II Open Meeting Compliance Statement

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

III President's Remarks

President Donahue indicated how impressed she was with the numerous activities, events, and improvements that took place during the past month at the Library, and she gave kudos to Director Begraft and the staff for all of their hard work and creativity.

Ms. Donahue reminded the Board members that Ms. Burtnett has sign-up forms for the Millington Street Fair, scheduled for October 15, 2017. She noted that voting for the NJ Library Construction Bond Act is approaching, and it could affect our library in the future. The Bond Act provides \$125,000,000 for construction and renovation projects throughout the state of New Jersey if approved in November. Trustees were asked to encourage others to vote on this issue. President Donahue asked Board members to consider the board positions they would like to fill, as we approach year-end planning.

Ms. Donahue welcomed Children's Librarian Meaghan Darling to the meeting, and Ms. Darling spoke about the Summer of Learning program. Ms. Darling presented the Board with details and statistics from the highly successful summer program. Overall, there was a 44% increase in participation from the past summer, with 2,328 individuals taking part in some portion of the program. The program began the week after July 4th and continued through the end of August. Ms. Darling reported that she received positive feedback about the longer length of the program and she will look to maintain the longer program length next summer. Efforts were made to encourage and more closely track teen participation.

Methods included early registration, weekly raffles, an improved array of teen prizes, and increased volunteer opportunities. Teen reading and participation was ‘up’ significantly from last year. Ms. Darling reported that the hiring of a third part-time Youth Services Assistant this summer was very helpful to her and the program. In response to a question from President Donahue, Ms. Darling indicated that an increased budget for next summer’s program would be welcome, and would allow for even more programming and events. The Board expressed their appreciation for Ms. Darling’s efforts and her enthusiasm in planning and running such a successful program.

IV Consent Agenda

Director’s Report

In addition to her written report:

- Ms. Begraft reported that she had lunch with former board member, Phyllis Clemson. A luncheon is being planned, in honor of Ms. Clemson’s 20+ years of service on the Board.
- Director Begraft shared her concerns with the Board regarding patrons in the staff areas, following a recent situation.
- The Director will be attending the Mid-Atlantic “Future of Libraries” conference in Atlantic City, later in September.
- The Library has received a check from Rene Phelan’s estate.

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 16, 2017 Regular Meeting

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

V Committee Reports

Administrative Policy Manual & ByLaws – no report

Building & Grounds – no report

Finance – no report

Technology – no report

Strategic Plan – no report

Personnel – no report

VI Old Business

- **Millington Street Fair** –The fair will be held in downtown Millington on Sunday, October 15, 2017. Ms. Burnett will distribute the signup sheet for volunteers, and she will bring candy and prizes for a ‘guessing game’. There will also be handouts for upcoming Library events.
- **Friends Trivia Nite** – The event is to be held on Saturday, October 14, 2017. Doors will open at 6pm, and the event will run from 7-10pm. Teams of 3+ people will compete in 8 rounds of 10 questions each. Small prizes will be given for the winner of each round, with the top 3 teams getting additional prizes at the end of the competition. There will be gift baskets to bid on, and food and drinks will be available. The fee is \$10 per player. Investor’s Bank has donated \$100 for snacks.

VII New Business

- **Proposed 2017-2018 Fine and Fee Schedule** – Ms. Begraft presented the proposed Fine and Fee Schedule for 2017-2018. Faxes will now cost \$1 for all pages. It was noted that we do not allow faxing overseas. The costs of replacement cases/bags have been updated to reflect current prices. Director Begraft mentioned that some libraries are going “fine-free”, but she is not promoting that. Lowering the fine on older videos may be considered in the future. Ms. Mayer made a motion to accept the proposed 2017-2018 Fine and Fee Schedule. Ms. Kosempel seconded the motion and it was unanimously approved.

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 8:39 pm.

Sally Semper, Secretary