

**Long Hill Township Public Library
Minutes – Board of Trustees
October 15, 2008
Regular Monthly Meeting**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order by President Phyllis Clemson at 7:31 p.m. The following members were present: Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Ann Oster, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Library Director Mary Martin was present.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The minutes of the regular meeting for September 17, 2008 were read, and accepted on a motion by S. Napholtz, seconded by A. Oster.

All voted in favor of accepting the minutes.

Director's Report

(See attached Director's Report)

Additional comments include:

- Director Martin thanked all involved for their participation in the Millington Street Fair. It was a success, partially due to good weather, and all are in favor of continuing to stage a booth.
- Number of patrons with library cards has decreased on our statistical report. Director Martin reported that this is due to a regular system purge done by MAIN. Patrons whose cards have expired (meaning they have not used their cards within a designated time period) are removed from the system.
- Director Martin reported receiving one complaint, in written form, from one of the half time employees who will be converted to part-time in January. Director Martin has spoken to this employee and will respond with a letter restating library's position.

Motion to receive the Director's Report by P. Sharp, seconded by S. Napholtz. The Director's Report was accepted unanimously.

President's Report

- President Clemson summarized the Friends of the Library update. There was no Educator's Tea, however all new teachers will receive a welcome package from the library.
- President Clemson urged that all Trustees read the email from Pat Tumulty, and asked if there were any questions.
- Many names have been suggested for replacing outgoing board members Brian Boylan and Kim Sadowski. President Clemson has identified six potential candidates who are interested, and will provide the Township Committee with the name suggestions.
- Reminded Trustees to RSVP to the Volunteer Dinner being hosted by the Township.

Committee Reports:

Administrative Policy Review

- Covered under New Business.

Buildings and Grounds

- There were some alarm malfunctions this past month – but they have been resolved.

Finance Committee

- Since the last meeting there have been significant economic swings in the investment market. The decision was made not to move money into Washington Mutual as they are planning on closing that branch. Now the thought is to move the money into Investor's Savings Bank.

Motion was made to open designated restricted accounts by D. Sandow, seconded by K. Larkin.

Personnel Committee

- Will review personnel manual suggestions under old business.

Planning Committee

- No updates at this time.

Old Business

- Second Reading of revised and updated Long Hill Township Library Personnel Policy Manual. No further revisions were suggested.

Motion to accept by D. Dellureficio, seconded by S. Napholtz. Passed unanimously.

New Business

- First reading of revision to the Finance section of the Administrative Policy manual (2.600).

Motion to accept on first reading (with minor changes as discussed) by K. Larkin, seconded by S. Napholtz. Motion passed unanimously.

Treasurer's Report

Board reviewed and discussed Bill List, Librarian's discretionary and petty cash, Receipts year to date, and Disbursements year to date.

Motion to approve all financial reports by K. Larkin, seconded by P. Sharp. Passed unanimously.

Adjournment

- Motion to adjourn the meeting by P.Sharp, seconded by B. Boylan. Passed unanimously.

Respectfully submitted,

Kim Sadowski
Secretary