

Minutes of the Long Hill Township Public Library
Board of Trustees Reorganization Meeting
January 21, 2009

The 2009 Reorganization Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:30 PM on January 21, 2009 by Library Director Mary Martin.

Director Martin called the roll, and the following members were present:

Phyllis Clemson
Ingrid Casella
Diane Dellureficio
Michael Fragnito (Mayor's Representative)
Kathy Larkin
Stephen Napholtz
Ann Oster
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

Director Martin read the Sunshine Law statement.

Ms. Martin called for a motion to appoint her as Acting Secretary so that she could administer the oath of office to new Trustees. Moved by MS. Clemson. Seconded by Ms. Larkin. Approved unanimously.

As Acting Secretary, Ms. Martin administered the oath of office to the following board members:

- Ingrid Casella (appointed to fill the remainder of Brian Boylan's term, ending in 2011)
- Diane Dellureficio (reappointed for a five-year term, to end 2013)
- Michael Fragnito (appointed as Mayor's Representative)
- Ann Oster (appointed for a five-year term, to end 2013)
- Angela Petrilli (appointed as the School Superintendent's Representative)

Ms. Martin then called for nominations for President. Ms. Larkin nominated Phyllis Clemson. Seconded by Ms. Dellureficio. There were no further nominations. Ms. Clemson was elected by acclamation.

As Acting Secretary, Ms. Martin administered the Oath of Office to the new President.

Ms. Clemson, assumed the control of the meeting as President.

Ms. Clemson called for nominations for the position of Treasurer of the Board. Ms. Dellureficio nominated Kathy Larkin. Seconded by Ms. Oster. There were no further nominations. Ms. Larkin was elected by acclamation.

The President then called for nominations for the position of Secretary of the Board. Ms. Dellureficio nominated Dennis Sandow. Seconded by Kathy Larkin. There were no further nominations. Mr. Sandow was elected by acclamation.

Mr. Sandow moved to adjourn the Reorganization Meeting. Seconded by Ms. Larkin. Upon unanimous vote, the Reorganization Meeting was adjourned at 7:44 PM.

Dennis Sandow
Secretary

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The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:44 PM on January 21, 2009 by President Clemson.

All members present at the Reorganization meeting were also present for the regular meeting.

The Secretary introduced the **minutes** of the December 10, 2008 meeting, and cautioned that only those Trustees who attended the December meeting were eligible to vote for approval.

Ms. Larkin moved to accept the December 2008 minutes. Seconded by Mr. Napholtz. There was no discussion. The minutes were approved with Clemson, Dellureficio, Larkin, Napholtz, Oster, and Sandow voting Aye.

The Director presented the **Director's January Report** (attached). There was incidental discussion.

In addition to the prepared Director's Report, Ms. Martin introduced the following matters for discussion.

- A suggestion to purchase runner mats for the vestibule and the public area in front of the Circulation Desk. Mats are needed to limit the noise of the book drop carts, to catch salt and grime from patrons' shoes before they enter the main carpeted area, and to control wet, slippery floors. The cost is estimated at \$400, and the purchase must be pre-approved by the Trustees since restricted funds will be used.

After discussion, the Trustees deferred action until the Director could produce some samples for inspection.

- Ms Martin announced that she will be on vacation February 26 through March 13, and the staff is aware.
- Ms Martin stated that certain 2008 payments and billings from the Township, for benefits, pension and utilities, had not been received at year-end. In cooperation with the Treasurer, estimates of these transactions were accrued into the 2008 financial statements, and will be further adjusted when these bills are paid in February. Upon questioning, Ms. Larkin stated that the January 2, 2009 paychecks are also accrued in the December, 2008 financial reports, since the paychecks cover pay periods wholly within 2008.

Ms. Dellureficio moved to receive the Director's Report. Seconded by Ms. Oster. The vote was unanimous.

Ms. Clemson then gave the **President's Report**.

- The Friends of the Library will hold Puzzle Night on February 24 at Millington School. Last year, 30 families attended.
- The Library earned \$125 from the sale of knitted hats produced by the knitting groups.
- The President's goals for the Board in 2009 are
 - Revise the By-Laws.
 - Revise the Director's evaluation and job description.
- The President distributed copies of the Director's Goals and Objectives for 2009.
- No committees were appointed.

Finance Committee Report. The Treasurer is conducting a pre-audit of the 2008 accounts. New signature cards are required to accommodate the new officers, Certain movement of funds between banks approved in 2008 will be done within the next month.

The routine annual resolutions were discussed, and are attached, as they were adopted.

- 2009-01-01 Resolution to Establish the Annual Schedule of Meetings
Moved by Ms. Larkin. Seconded by Ms Petrilli.
During the discussion, Mr. Sandow proposed to amend the resolution to add a meeting on August 19, 2009, and so moved. Seconded by Ms. Oster.
After further discussion, the amendment was adopted 8-1.
The amended resolution was adopted unanimously.
- 2009-01-02 Resolution to Designate Official Newspapers
Moved by Ms. Dellureficio. Seconded by Ms. Oster. No discussion. Adopted unanimously.
- 2009-01-03 Resolution to Designate Official Depositories
Moved by Ms. Larkin. Seconded by Ms. Oster. No discussion. Adopted unanimously.
- 2009-01-04 Resolution to Authorize Signatures on Checks and to Bond Signators
Moved by Mr. Napholtz. Seconded by Ms. Casella. No discussion. Adopted unanimously
- 2009-01-05 Resolution to Authorize Hours of Operation and to Designate Days that the Library Will Be Closed
Moved by Ms. Oster. Seconded by Mr. Napholtz.
Discussion centered on the desirability of remaining closed on Sunday, December 27. Christmas is on Friday. We are closed on Thursday, Christmas Eve and on Saturday, Boxing Day. Closing Sunday would involve four consecutive days of closure. Opinions were expressed that students on Christmas break should have access to the Library.
Mr. Sandow moved to amend the resolution to remove December 27 as a day of Library Closing. Seconded by Mr. Napholtz. The Amendment was adopted unanimously.
The amended resolution was adopted unanimously.
- 2009-01-06 Resolution Authorizing Township of Long Hill to Process the Payroll of the Long Hill Township Library.
Moved by Mr. Sandow. Seconded by Mr. Napholtz.
Mr. Sandow stated that we were advised at a recent Trustees seminar to pass a resolution annually to legitimize the relationship with the Township if they act as our payroll agent.
Mr. Sandow also noted that an identical resolution was passed by the Township Committee on January 14. The language was prepared by Mr. Sandow and Township Administrator Sheola.
Adopted unanimously.
- 2009-01-07 Resolution Authorizing Shared Utility Costs
Moved by Mr. Sandow. Seconded by Ms. Oster. Adopted unanimously.

Review of 2008 Budget and Actual Amount Spent.

See reports attached. Ms. Larkin and Ms. Martin led a discussion and answered questions. The Trustees expressed satisfaction with the new format.

Presentation of Preliminary 2009 Budget.

See budget documents attached. Ms. Larkin and Ms. Martin led a lengthy discussion and answered questions.

At 9:00, the Trustees entered Executive Session. Ms. Martin was excused. The public meeting resumed at 9:30.

The results of the Executive Session will be incorporated into the 2009 Budget when it is formally introduced at the February 18 Trustees meeting.

New Jersey Library Trustees Meeting

Mr. Sandow reported on the meeting of the NJLTA Board on January 17. The principal discussion was the threat of reduction in millage. NJLTA will join the NJLA in taking a hard line with the League of Municipalities, the Legislature and the Governor.

Mr. Sandow announced the annual Trustees Institute, on May 9, 2009 in Princeton, and strongly suggested that all the new Trustees attend, as well as carryover Trustees who had not previously attended. It is a one-day session, and transportation can be pooled.

Mr. Sandow then showed some pictures he took at the Bridgewater Library after the NJLTA meeting, and the Trustees discussed some of the innovations for adoption in our Library.

Treasurer's Report.

The Treasurer introduced the month's bill list and financial reports. They are attached. Ms. Casella moved adoption of the reports. Seconded by Ms. Petrilli. Approved unanimously.

There were no members of the public present, so the **public comments** portion of the meeting was omitted

Mr. Napholtz moved for adjournment. Seconded by Ms. Oster. Upon unanimous vote, the regular meeting adjourned at 10:15 PM.

Dennis Sandow
Secretary