

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**March 19, 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 7:30. The following members were present: Ann Oster, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Dennis Sandow, Brian Boylan and Phoebe Sharp. Also present was Mary Martin, Library Director. Absent was Kim Sadowski.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

The meeting started with a short comment suggesting that board members treat each other with respect and courtesy.

**Minutes**

The February minutes of the Regular Meeting were accepted with revisions, to be made by M. Martin, by a motion by S. Napholtz, seconded by K. Larkin.

**Director's Report**

(See attached Director's Report)

Additional Comments included:

- Director Martin thanked Diane Costa, President of the Friends, for her help working with the high school administration. The head of the Math Department will conduct free SAT prep classes at the library this spring.
- Director Martin asked questions regarding the purchase of a new door in the atrium. She will contact the supplier so that the door can be installed during the spring. There was a discussion about fixing the HVAC and roof. Again Director Martin will contact the supplier to have these repairs done.
- There was a discussion about putting a first aid kit at the circulation desk. All agreed that it would be a good idea. Director Martin said she would go out and purchase one.
- There was a discussion about purchasing an additional book drop since the current one is overflowing on Monday mornings. Director Martin said she would purchase a new one.

**President's Report**

- P. Clemson read a summary of the "Friends of the Library" activities. The Reader's Tea celebrating the end of the Winter Reading Club was great.
- P. Clemson reminded everyone about the trustee training program scheduled for Tuesday March 25<sup>th</sup> from 7pm – 9pm. All who planned on attending should confirm with M. Martin.
- The number of library volunteers has increased.

- There is a Boy Scout Good Citizen recognition dinner on June 12<sup>th</sup> at 8pm at the Primavera. Diane Costa will be one of the recipients for her tireless effort in helping our library and the Long Hill Township schools.
- Dennis noted that he will attend NJLA on Thursday May 1<sup>st</sup>, and offered to drive any other trustee who is interested in attending.

### **Building and Grounds Committee**

- No leaks were experienced during the last heavy rain storm. However everyone agreed that the roof needs to be repaired.

### **Finance Committee**

- The 2007 financial data is 95% ready for the audit which is scheduled for April.
- B. Boylan has scheduled a meeting with an individual to set up the new ledger.
- A summary of the 2006 audit was distributed.
- A summary of maintenance and service contracts was distributed.
- There was a review of the budget. A motion was made by D. Sandow for approval, seconded by S. Napholtz. All were in favor.

### **Personnel Committee**

- An outline of the personnel manual was distributed.

### **Strategic Planning**

- The 2008 community survey was sent out in the Echoes Sentinel. So far they have received 134 back. At first glance the two primary things that people want changed with the library are the weekend hours and the location of the book drop. There was a lot of discussion and everyone was pleased with the response. More to follow in the upcoming months.

### **Old Business**

- Discussion of the budget.

### **New Business**

- Revision of the Administration Policy.
- First reading of revision to 2.101 Hours. After discussion there were changes. Approval motion by P Sharp, seconded by S. Napholtz.
- First reading of Appendix 1 Fee Schedule. Motion of approval by P. Sharp, seconded by A. Oster. All agreed.
- First reading of Appendix 2, Loan Periods. Motion of approval by S. Napholtz, Seconded by A. Oster. All agreed.
- A. Oster updated the trustees regarding the Community Festival plans. The fun day is scheduled for the Sunday of Labor Day weekend. We agreed that the library should sponsor a booth and have reading times. It sounds like a great party!

### **Treasurer's Report.**

- Discussion of the different bank accounts and the funds in these accounts.

- Review of the Bill List, regular and acorn and Discretionary Fund. Motion to approve by S. Napholtz, seconded by P. Sharp. All approved.
- Review of Receipts for January & February. Review tabled to discuss and approve at next meeting.
- D. Sandow put forth a motion to remove approval of the 2008 library budget. There were no seconds.

**Adjournment**

The meeting adjourned at 10:25 pm.

Respectfully submitted,

Kathleen A. Larkin, Secretary Pro Tem