

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
March 18, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:32 PM on March 18, 2009 by President Clemson. Ms. Clemson read the Sunshine Law statements.

The following members were present:

Ingrid Casella

Phyllis Clemson

Diane Dellureficio

Michael Fragnito (Mayor's Representative)

Kathy Larkin

Ann Oster

Angela Petrilli (Superintendent of Schools' Representative)

Dennis Sandow

Absent:

Stephen Napholtz

The Secretary introduced the **minutes** of the February 18, 2009 meeting, and made one correction. Ms. Petrilli moved to accept the corrected February 18, 2009 minutes. Seconded by Ms. Oster. There was no discussion. The minutes were approved.

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

- The Trustees questioned the recommendation to remove \$50,000 from Millington Savings Bank to the operating Money Market account at Hudson City, when the CD expires. After discussion of the current balances at Hudson City, the Trustees rejected that proposal. The entire CD at Millington SB will be rolled over. More at Finance Committee below.
- The Trustees discussed the need for three replacement computers at the circulation desk.

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

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

- Ms. Clemson stated that the staff followed the expected procedure for the snow closing on March 2.
- Ms. Clemson remarked on the steady increase in circulation numbers.

- The Friends of the Library held its Puzzle Night on February 24 at Millington School. 22 families attended.

Committee Reports

Director's Evaluation - More progress expected after the Trustees Institute.

Finance

- Bonding applications are complete. Bank signature cards are complete.
- Final adjustments have been made to the budget introduced in February. More at Old Business below.
- President Clemson has been assigned the role of bank liaison by the Finance Committee.
- The Finance Committee is preparing a Bookkeeper's Procedural Manual.
- The Trustees must approve rolling over a CD at Investors Savings. Proposed for six months. Moved by Ms. Larkin. Seconded by Ms. Oster. Approved unanimously.
- The Trustees must approve rolling over a CD at Millington Savings Bank. Proposed for six months. Moved by Ms. Larkin. Seconded by Ms. Oster. Approved unanimously.

Old Business

Final corrections have been made to the 2008 expenditure and revenue reports (attached). Expenditures were \$14,580 under budget, and revenues were \$9,581 over budget. The final report shows that \$19,274 was taken from reserves to balance the books for the year. This is \$24,161 less than originally budgeted from the operating reserve account. These reports are now ready for presentation to the auditor in April.

Mr. Sandow moved to accept and approve the final 2008 financial reports. Seconded by Ms. Casella. Approved unanimously.

The 2009 budget that was introduced in February, was presented for final acceptance. Because of a negligible increase in the township contribution (under the state formula), the budget will require a drawdown from the reserves of \$43,843.

Ms. Casella moved for final acceptance to the 2009 budget and the accompanying Salary Plan. Seconded by Ms. Oster. Approved unanimously.

Treasurers Report

By consensus, the Trustees agreed to take the **Treasurers Report** out of sequence at this point in the meeting.

The Treasurer introduced the Bill List, the Librarian's Discretionary and Petty Cash Reports, and the YTD Receipts report. These were discussed and approved in a single motion by Ms. Larkin, seconded by Ms. Oster, and approved unanimously.

The Treasurer also introduced the YTD Disbursements report. There was a discussion about why the payroll and related numbers appeared to be too low. The Director reported that two pay periods were not yet included in the report. Approval was deferred.

Old Business (cont.)

Legislative update. Mr. Sandow explained the nuances of the various old and new bills pending in the Legislature, that would affect mandatory Library funding. The potential schedule and the effect on 2009 and 2010 receipts were discussed.

New Business

Community Day. In 2009, Community Day is scheduled for the weekend after Labor Day (September 12), so the Library will be open. Mr. Sandow announced that the Chamber of Commerce's Stirling Street Fair will be earlier than usual - October 4 - and thus these two events are only three weeks apart. The Director and the Trustees discussed supporting one or the other or both of these events. The consensus was that we need to support both. Ms. Clemson will call upon the Friends and the Trustees to volunteer to provide adequate coverage.

Mr. Fragnito will correspond with the Mayor and coordinate any services that may be required by the Community Day Committee.

Patron Complaint The issue concerned a patron's complaint. He returned 2 DVDs one day late. He assumed that the Library was closed for a holiday, when, in fact, we were open. He demanded that his \$2.00 fine be waived.

After some discussion, it was pointed out that the Library's Administrative Policy assigns authority to waive fines to the Director. All agreed to adhere to the stated policy, to stand by the Director's final decision, and take the discussion off the table.

Snow Day Closing There was an open discussion about the decision to close the Library March 2, for a snow day, with three inches of snow on the ground. One trustee remarked that at 8:00 AM, he observed that there were six DPW vehicles working in the parking lot, and that the plaza and staff entrance and both ramps were cleaned. The decision to close had been made prior to 8:00 AM without inspection of the facility. Other Trustees remarked about safety of employees, and the fact that Town Hall and the schools were closed. There was no definitive conclusion.

Furnaces The Director advised that two furnaces in the attic required maintenance. She asked for \$700 from the building maintenance reserve account to proceed with the repairs. Moved by Ms. Larkin. Seconded by Mr. Fragnito. Approved unanimously.

Computer replacement The Director requested authority to place the order for the three computer replacements at the Circulation Desk, as discussed in her report earlier in the meeting. The funds will come from the technology reserve account in the amount of about \$3100. Moved by Ms. Larkin. Seconded by Ms. Oster. Approved unanimously.

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

The regular meeting adjourned at 9:50 PM.

Dennis Sandow
Secretary