

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**March 21, 2007**  
**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 p.m. The following members were present: Catharine Black, Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Also present were Mary Martin, prospective candidate for Library Director, and Robert Nelson, Interim Director.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

The President stated that the first order of business should be a motion to employ Mary C. Martin as Library Director, commencing on Monday, April 9, 2007. A motion was so made, seconded, and unanimously carried.

**Minutes**

The minutes for the regular meeting in February 2007, and for the special meetings in February with changes, were accepted on a motion by C. Black, seconded by B. Boylan.

**Treasurer's Report**

The Disbursement Report was read with the receipts, not the actual disbursements.

The Bill List was approved by K. Larkin, seconded by P. Sharp.

The Treasurer's Report, with corrections, was approved by K. Larkin, seconded by P. Sharp.

There were no expenses in the Librarian's Discretionary Account.

There was a discussion about meeting with the new Township CFO (when appointed) to review the allocation of expenses between the township and the library.

Operating Account was approved by P. Sharp, seconded by S. Napholtz. K. Larkin abstained.

Acorn Account summary was approved by K. Larkin, seconded by P. Sharp.

**Director's Report**

Mr. Robert Nelson gave the Director's report indicating meetings attended by the staff and normal happenings within the library. Window shades in the Children's Department were installed, and Cy Drake Locksmith repaired the front door.

Air Group LLC reviewed our heating and air conditioning systems, and have identified some fairly severe problems – including a possible leak and one compressor which is only marginally working. Also, the furnace needs almost complete rewiring. Estimated costs of repair for all is \$3,600.00 Will approve work to be done, and pursue payment through Town Hall falling under Bond, and the balance paid under warranty. This motion was approved by D. Sandow, seconded by C. Black.

Norton AntiVirus software was installed on all of the library's 34 computers.

### **President's Report**

Mrs. Clemson opened by announcing we are pleased to have Mary Martin joining our library as Director effective April 9<sup>th</sup>. Thanks again to the Search Committee for their hard work.

It is also officially announced that Meredith McGuire has been hired for the position of Children's Librarian effective February 12<sup>th</sup>. She has already begun scheduling new programs, and is getting a warm welcome from the community.

The library was closed Friday and Saturday March 16<sup>th</sup> and 17<sup>th</sup> due to snow and inclement weather. May have to look into meeting with the Township Road Department or the police to set up closing decision procedures so that we are consistent with other township offices.

Dennis Sandow is planning on attending the N.J. Library Trustee workshop.

We will be reviewing the 2007 Library Budget as a committee at the April committee meeting.

### **Old Business**

Would like to pursue the possibility of having a Planning Meeting with the committee as a whole and Don Kuhn as the facilitator.

A committee was appointed to set up the mural dedication, to be combined with a "meet the new Director" gathering open to the community. Committee consists of D. Dellureficio, P. Clemson, P. Sharp and K. Sadowski.

Review of FRIENDS activities held and scheduled for the upcoming months.

### **New Business**

Discussed reorganizing our presentation of budget and talk subjects at the committee meetings. Will perhaps make changes at the April meeting in presentation order.

Discussion of our Protective Privacy Policy and the need to review it and have our staff trained in handling privacy requests. Will discuss creating a policy for the policy manual.

Also need to look at our current policy manual for room rentals. A sub-committee was elected to review and update the entire policy manual in sections. The group consists of B. Boylan, D. Sandow and C. Black.

Public Portion of the meeting closed at 9:00 p.m. approved by P. Sharp and seconded by C. Black.

D. Sandow then asked for the committee to go into Executive Session to discuss Personnel matters, which we did until 9:40 p.m.

Respectfully submitted,

Kim Sadowski  
Board Secretary