

Minutes of the Long Hill Township Public Library  
Board of Trustees Reorganization Meeting  
**April 21, 2010**

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:36 PM on April 21, 2010 by President Oster. Ms. Oster read the Sunshine Law statements.

The following Trustees were present:

Ingrid Casella  
Phyllis Clemson  
Diane Dellureficio  
David Kaplan (Mayor's Representative)  
Kathy Larkin  
Ann Oster  
Angela Petrilli (Superintendent of Schools' Representative)  
Dennis Sandow

Absent

Stephen Napholtz

President Oster entertained discussion of the **minutes** of the March 17, 2010 regular meeting. One correction was proposed. Mr. Sandow moved adoption of the minutes as corrected. Seconded by Ms. Larkin and approved unanimously.

The Director presented the **Director's April Report**.

There was minor discussion of items in the Report. The Director was asked to clarify some items in the quarterly statistical report.

During discussion of the Director's Report, additional comments were made.

- Ms. Larkin thanked the 5<sup>th</sup> Anniversary Celebration Committee.
- Ms. Clemson stressed that the Library's share of the Wharton Music Center concert on April 25 is funded by a \$500 donation from Investors Savings Bank.

Ms. Clemson moved to accept the Director's Report. Seconded by Ms. Larkin and approved unanimously.

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

- Friends of the Library spring programming is "moving along". Planning is under way for the summer reading kickoff and the 8<sup>th</sup> grade award.

- President Oster thanked the 5<sup>th</sup> Anniversary Celebration Committee, and thanked Ms. Clemson for procuring the \$500 donation from Investors Savings Bank for the WMC concert.
- President Oster urged the Trustees to closely follow the pleas for advocacy published in the NJLTA mailing and the email broadcast earlier today.
- President Oster amplified on her March remarks which encouraged Trustees to avail themselves of available training, seminars and association conventions. She added that Trustees should take initiative, fill out their own paperwork and check to be sure adequate funding is available for reimbursement.

## **Committee Reports**

Building and Grounds - No report. In response to questions:

- Requests for proposals for the HVAC maintenance contract have not yet been issued.

Finance -

- The Policy Manual amendment to establish an HVAC replacement reserve will be introduced in May.
- As reported by the Director, the new auditor will conduct the 2009 audit in May.

Personnel - Nothing to report.

The Fifth Anniversary Committee - Ms. Clemson reported on the events of last weekend. The committee under-spent the appropriation approved in February. The entertainers were students performing community service obligations.

## **Old Business**

Ms. Oster moved for approval on second reading of changes to the By-Laws and Administrative Policy Manual to establish a new standing Personnel Committee and make adjustments to other committees. Seconded by Ms. Clemson and approved unanimously.

President Oster opened discussion on the second reading of the minor changes to the Administrative Policy Manual concerning check signers, budget timing and Library spokespersonship. There was a discussion about the wording of a revision concerning timing of the approval of the budget. There having been no motion to introduce the amendments, the President asked the Finance Committee to review the language, and tabled a vote on the amendments to the May meeting.

Director Martin described a minor error in the salary program attached to the 2010 budget approved in March. Asked about whether the correction would impact the salary line of the approved budget, she replied that no change to the budget itself was being requested, and the Trustees took no action.

## **New Business**

Director Martin requested approval to close the Library at 5:00 PM on a convenient day in early June for staff training. Ms. Clemson moved to approve, seconded by Ms. Casella and approved unanimously.

Director Martin then reviewed the Governor's budget proposal as it affects the NJ State Library, and Assembly bill A-2555 - and their effect on our funding and available services. During extensive discussion, it was proposed that the Director arrange news coverage of the funding issues in the Echoes-Sentinel.

The Director and President again urged Trustees to push for advocacy with our elected representatives. Trustees were reminded about the NJLA Convention and the NJLTA Annual Meeting next Tuesday in Long Branch; and the rally scheduled in Trenton on May 6.

## **Treasurers Report**

Ms. Larkin, with the assistance of Ms. Martin, introduced the Bill List, YTD Disbursements report, Librarian's Discretionary & Petty Cash, and the YTD Receipts report. These were discussed. All the financial reports were approved unanimously in a single motion by Ms. Larkin, seconded by Mr. Sandow..

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

On motion of Ms. Clemson, seconded by Ms. Petrilli and approved unanimously, the meeting adjourned at 9:04 PM.

Dennis Sandow  
Secretary