

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**August 20, 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 7:40 p.m. The following members were present: Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Dennis Sandow, and Ann Oster. Library Director Mary Martin was present as was Diane Costa, a member of the public.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

The minutes for the regular meeting for July 16, 2008 were read, and accepted with a motion by K. Larkin and seconded by D. Dellureficio.

The minutes were unanimously accepted.

**Director's Report**

(See attached Director's Report)

Additional comments include:

- The Summer Reading program was a success. Almost 300 children registered. Meredith added programs to accommodate more children who wished to participate.
- Meredith has begun to keep waiting lists for people who wish to participate after a children's program has filled up.
- The teen and adult reading raffles for the Summer Book Clubs are still going strong. There will be an end of summer drawing for all who participated.
- The July, 2008 circulation statistics are the highest ever.
- The library will be holding Food for Fines the week of October 5 – 12. Persons who bring in canned goods will have their fines waived.
- October 29 – There will be an event at Morris County Library about "greening the library." More information to come.
- November 10 (tentative date) – The director of Riverdale Public Library has arranged for a speaker from the State Library to come talk about changes in library law. More information to come.

Motion to accept the Director's Report by D. Dellureficio, seconded by K. Larkin. The Director's Report passed unanimously.

## **President's Report**

- The Good Scout dinner honoring D. Costa has been rescheduled for Wednesday, September 24<sup>th</sup>. Director Martin will attend. K. Larkin invited any other interested board members to attend as well.
- P. Clemson reported that she has been in contact with Town Engineer J. Lizza. He is working to get us our permanent Certificate of Occupancy, now that the Township has finally resolved the outstanding debt with the bond company.
- Circulation is great!
- On September 7 there will be a reader's tea to celebrate the Adult Summer Reading Club. Refreshments will be needed.

President Clemson also noted that D. Sandow had pointed out mention of a bill in the NJ Legislature that could affect libraries, in the latest newsletter from the New Jersey Library Trustee Association. We will watch to see how this progresses.

## **Committee Reports**

- **Administrative Policy Review**

K. Larkin said the committee had met twice and had another meeting scheduled. They were making progress on the financial section.

- **Buildings and Grounds**

Nothing to report.

- **Finance**

The committee met and there are two resolutions to create two reserve funds to vote on.

The consultant who has been helping with finances will continue to work with Mary on reports. He has experience with non-profits.

- **Personnel**

The committee continues to meet weekly and is close to presenting their product.

- **Planning**

No report.

## **Old Business**

- Resolution 2008-07 Establishing Reserve Funds for Technology Upgrades and Improvements. Amended to read, "whenever the balance falls below \$15,000." instead of \$5,000. Moved by D. Dellureficio, seconded by K. Larkin. Passed unanimously.

**LONG HILL TOWNSHIP FREE PUBLIC LIBRARY**

**RESOLUTION 2008-07**

**ESTABLISHING RESERVE FUNDS FOR  
TECHNOLOGY UPGRADES AND IMPROVEMENTS**

**WHEREAS**, the Long Hill Township Public Library Board of Trustees (the “Board” or the “Trustees”) has determined that a Technology Upgrade Fund will contribute to the provision of efficient and effective library services to the public, and

**WHEREAS**, the Board has determined it is necessary to restrict certain funds to provide for ongoing and future technology upgrades and improvements,

**NOW, THEREFORE, BE IT RESOLVED**, by the Long Hill Township Public Library Board of Trustees, that the amount of \$25,000 be and is hereby restricted for the completion of technology upgrade and improvement projects.

**AND BE IT FURTHER RESOLVED** that the Treasurer shall replenish this restricted fund from operating surplus whenever the balance falls below \$15,000, and shall cite this resolution (by title and date), as authority in the General Ledger.

- Resolution 2008-08 Establishing Reserve Funds for Capital Maintenance Expenditures. Moved by D. Sandow, seconded by D. Dellureficio, passed unanimously.

**LONG HILL TOWNSHIP FREE PUBLIC LIBRARY**

**RESOLUTION 2008-08**

**ESTABLISHING RESERVE FUNDS FOR CAPITAL MAINTENANCE  
EXPENDITURES**

**WHEREAS**, the Long Hill Township Public Library Board of Trustees (the “Board” or the “Trustees”) has determined that a Capital Maintenance Expense Fund will contribute to the provision of efficient and effective library services to the public, and

**WHEREAS**, the Board has determined it is necessary to restrict certain funds to provide for ongoing and future capital maintenance and repairs,

**NOW, THEREFORE, BE IT RESOLVED**, by the Long Hill Township Public Library Board of Trustees, that the amount of \$75,000 be and is hereby restricted for the completion of capital maintenance and repairs.

**AND BE IT FURTHER RESOLVED** that the Treasurer shall replenish this restricted fund from operating surplus whenever the balance falls below \$50,000, and shall cite this resolution (by title and date), as authority in the General Ledger.

- Motion to approve June 2008 bill list (previously approved via email vote) made by K. Larkin, seconded by A. Oster, passed unanimously.

### **New Business**

- First Reading: Personnel Manual, sections pertaining to employee classifications and time off.  
Moved by D. Dellureficio, seconded by A. Oster, passed unanimously.
- First Reading: amendment to Administrative Policy Manual, 2.000, Board of Trustees. Moved by D. Sandow, seconded by D. Dellureficio, passed unanimously.
- First Reading: amendment to Administrative Policy Manual, 2.5000 Meeting Room Policy. Moved by D. Sandow, seconded by A. Oster, passed unanimously.
- Resolution 2008-09 – Request for an additional \$12, 000. from surplus be moved to operating budget to make up for expected deficit.  
Moved by D. Sandow, seconded by P. Clemson. After discussion the measure passed by a vote of 3 to 2. Voting in favor were: P. Clemson, D. Dellureficio, D. Sandow. Voting against were: K. Larkin, A. Oster.

## **LONG HILL TOWNSHIP FREE PUBLIC LIBRARY**

### **RESOLUTION 2008-09**

#### **RESOLVED THAT:**

1. The 2008 Operating Budget is increased by \$12,000 (from \$703,453 to \$715,453) to meet the borrowing needs of the residents of the Township, and
2. The Trustees acknowledge that this addition to the budget will result in an additional drawdown from the Library's operating surplus account, and
3. The Director shall distribute this increase among Collection Development, Library Supplies, and other budget lines as she determines is appropriate, and
4. The Director will report to the Trustees in September how these additional monies are distributed in the budget, and

5. The Director will prepare an Expenditure Report for the September meeting reflecting the distribution of these additional monies to the appropriate accounts, clearly marked as "Modified August 20, 2008", and
6. A copy of this Resolution will be included in the minutes of the August 20, 2008 Trustees' Meeting, and a copy will be filed with the 2008 budget documents.

### **Treasurer's Report**

- Bill List  
Moved by D. Sandow, seconded by P. Clemson, passed unanimously.
- Librarian's discretionary and petty cash  
Moved by D. Sandow, seconded by K. Larkin, passed unanimously.
- Receipts, year to date  
Moved by D. Dellureficio, seconded by K. Larkin, passed unanimously.
- Disbursements, year to date,  
Moved by D. Dellureficio, seconded by K. Larkin, passed unanimously.

### **Public Portion**

### **Adjournment**

The meeting adjourned at 9:08 on a motion by D. Dellureficio, seconded by K. Larkin and unanimously passed.

Respectfully submitted,

Ann M. Oster, Secretary Pro Tem,  
For Kim Sadowski