

Minutes of the Long Hill Township Public Library  
Board of Trustees Meeting  
**December 9, 2009**

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:37 PM on December 9, 2009 by President Clemson. Ms. Clemson read the Sunshine Law statements.

The following Trustees were present:

Ingrid Casella  
Phyllis Clemson  
Diane Dellureficio  
Kathy Larkin  
Ann Oster  
Stephen Napholtz  
Angela Petrilli (Superintendent of Schools' Representative)  
Dennis Sandow

Absent

Michael Fragnito (Mayor's Representative)

The Secretary introduced the **minutes** of the November 17, 2009 meeting and moved for their adoption. Seconded by Mr. Napholtz. One minor addition was proposed and accepted and the minutes were approved with Ms. Casella abstaining.

The Director presented the **Director's December Report** (attached). There was incidental discussion of the items in the report. Wendy Racanelli will replace Rosemary Beekman upon her retirement December 31.

Ms. Oster moved to accept the Director's Report. Seconded by Ms. Casella and approved unanimously.

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

- Friends of the Library are organizing an Adult Winter Reading Club and the 5<sup>th</sup> Anniversary Family Puzzle Night
- The President reported that the new bridge group will meet at the Library on the first and third Wednesday.
- The CD at PNC Bank will be renewed next week.
- The President read a Letter of Resignation from Mr. Fragnito, who has served during 2009 as the Mayor's Representative.

## **Committee Reports**

Building and Grounds - No report.

By-Laws Revision - No report.

Director's Evaluation - To be discussed in Executive Session. A "Rice letter" was sent to the Director.

Finance -

- The current letter of agreement between the Township and the auditor does not include mention of the Library audit. The decision to retain or switch auditors is under consideration. The Finance committee has interviewed three auditing firms and will propose one of them for adoption as the Library's Auditor in a resolution at the January 20, 2010 Reorganization Meeting.
- The Finance Committee continues to work to prepare the 2010 budget.

Nominating Committee

The Nominating Committee has completed its work and reported that they recommend the following officers for 2010. These candidates will be placed in nomination, and other nominations will be accepted from the floor, at the Reorganization Meeting on January 20, 2010.

- President - Ms. Oster
- Vice President - Ms. Clemson
- Secretary - Mr. Sandow
- Treasurer - Ms. Larkin

Fifth Anniversary - No report.

## **Old Business**

Minor revisions to the Finance section of the Administrative Policy Manual

- to expedite emergency payments, and
- to cap the delegated purchasing authority of authorized employees below the Director.

Ms. Larkin moved to approve this revision on second reading. Seconded by Ms. Casella and approved unanimously.

The Director updated the Trustees on her correspondence with the County over the OLIS opt-in/opt-out questionnaire. There is still the perception that the rules for partial opt-out are undocumented and fluid.

## **New Business**

None

## **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 in a single motion by Mr. Napholtz, seconded by Ms. Casella, and 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 8.32 PM.

The Trustees reconvened in Executive Session at 8:35 PM to discuss and deliver the Director's evaluation, and adjourned at 9:40 PM on motion of Mr. Sandow, seconded by Ms. Larkin and approved unanimously.

Dennis Sandow  
Secretary