

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

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:30 PM on February 18, 2009 by President Clemson.

The following members were present:

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

Absent:

Ingrid Casella  
Michael Fragnito (Mayor's Representative)

The Secretary introduced the **minutes** of the January 21, 2009 meeting. Ms. Oster moved to accept the January 21, 2009 minutes. Seconded by Mr. Napholtz. There was no discussion. The minutes were approved.

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

In addition to the prepared Director's Report, Ms. Martin introduced the following matters for discussion.

- There was an assault incident between 2 patrons on January 31. The First Aid Squad responded. Police are investigating.
- Some shingles blew off the roof during recent heavy winds. Repairs are scheduled.
- The WaMu checking account can not be closed until one outstanding check is cashed.
- Ms Martin again announced that she will be on vacation February 26 through March 13, and the staff is aware.

Mr. Sandow moved to receive the Director's Report. Seconded by Ms. Oster. The vote was unanimous.

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

- The Friends of the Library will hold Puzzle Night on February 24 at Millington School. 23 families are registered so far.
- Diane Costa has been doing publicity for the Library. Fliers are circulated to various bulletin boards in town.
- Circulation increases are gratifying.
- We are hosting a concert series for the Wharton Music Center. A baby concert grand piano will be loaned by the Steinway Showroom in Paramus. A series brochure is attached to these minutes.

There were no **Committee Reports**

### **Old Business**

Mats for the Vestibule and in front of the Circulation Desk were again discussed. The tentative prices are \$702 + \$234. Ms Oster moved that the trustees authorize \$1000 for the purchase, from ACORN funds. Seconded by Mr. Napholz. Approved unanimously.

The 2009 Budget was formally introduced. It will be subject to final approval on March 18.

### **New Business**

Ms. Clemson made the following committee appointments

#### By-Laws

- Ms. Oster, Chair
- Mr. Sandow
- Mr. Fragnito

#### Director Job Description and Evaluation

- Ms. Dellureficio, Chair
- Ms. Petrilli
- Mr. Napholtz

#### Finance

- Ms. Clemson
- Ms. Larkin
- Ms. Casella

The Committees are expected to keep their own records and produce their own reports, without the clerical assistance of the Director.

The revised membership agreement for M.A.I.N. was introduced. Mr. Sandow listed a number of objections, which require a clarification of the management structure of M.A.I.N., and its exact responsibilities vis-à-vis the County's Office of Library Automation. After some discussion, the agreement was tabled, pending correspondence with M.A.I.N.

Resolution 2009-2-1 was introduced, authorizing signatories and defining authority over the Library's bank accounts (attached.) Any two of Ms. Clemson, Mr. Sandow, Ms. Larkin, and Ms. Casella are authorized to conduct any transactions. Ms. Clemson will arrange to get signature cards signed by these four members, and delivered to the banks, along with a copy of this resolution. Moved by Ms. Oster. Seconded by Ms. Dellureficio. Approved unanimously.

On motion by Ms Larkin, seconded by Mr. Sandow, the Director was authorized to spend \$1000 from the capital maintenance account to complete the roof repairs. Approved unanimously.

Ms. Martin recommended that we install privacy filters (polarized screen attachments) on the displays of the adult public PCs. The cost is \$63 per. On motion of Ms. Larkin, seconded by Ms. Petrilli, the Director was authorized to spend \$756 from the technology reserve fund. Approved with Ms. Dellureficio abstaining.

### **Treasurer's Report.**

The Treasurer introduced the month's bill list and financial reports. They are attached.

Mr. Napholtz moved approval of the bill list. Seconded by Ms. Oster. Approved unanimously.

Mr. Napholtz moved approval of the Librarian's discretionary and petty cash reports. Seconded by Ms. Larkin. Approved unanimously.

Mr. Napholtz moved approval of the year-to-date receipts statement. Seconded by Ms. Petrilli. Approved unanimously.

The year-to-date disbursements statement was discussed, and at the request of Ms. Larkin, approval was deferred to the March meeting to allow for minor corrections.

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

The regular meeting adjourned at 9:30 PM.

Dennis Sandow  
Secretary