

Minutes of the Long Hill Township Public Library
Board of Trustees Reorganization Meeting
February 17, 2010

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:34 PM on February 17, 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 stated that the **minutes** of the January meeting would not be introduced for approval, because she wished to propose some changes. The Board was asked to discuss one word in the December, 2009 minutes which had been approved on January 20, 2010. After lengthy discussion, the Trustees concluded that the omission of this word would make no material difference in the meaning of the December minutes, and the Secretary agreed to reissue the December minutes for the record.

The draft January minutes were then discussed at length. Six changes were discussed. One change involved the deletion of a sentence which vaguely described that a discussion had taken place, but which did not include any details of the discussion. The Secretary reminded the Trustees that the minutes of an Open Public Meeting could not legitimately ignore at least reporting that a discussion had occurred on a non-privileged matter. The Secretary will make the suggested changes to the January minutes and re-submit them for approval at the March 17, 2010 meeting.

The Director presented the **Director's February Report** and an Addendum, along with the monthly statistics (attached).

- Ms. Martin described problems with furnace #8. It is located in the ceiling of the main building, but heats the Atrium. During the construction sequencing, the furnace was installed first, then boxed in by studs. As a result, its replacement or repair will be difficult. The furnace for the staff area has a crack and leaks carbon monoxide. Mr. Kaplan questioned the existence of fire and carbon monoxide detectors in the attic, and alarms in the public and staff areas. The Director will inquire and report back.

- The Director thanked Diane Costa for inserting good publicity about the Library's events in the Echoes-Sentinel, thus relieving the Director of the need to spend time on that effort. The Trustees discussed that issue, in the context of the Administrative Policy which states that only the President and the Director will speak publicly for the Library. The Director responded that she prepares the material and forwards it to Ms. Costa, who forwards it to the newspaper.
- Ms. Oster remarked that January circulation was reported as 12% below 2009.

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

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

- Friends of the Library Puzzle Night (February 23) still has seats available.
- Attendance at the February Film festival has been underwhelming

Ms. Oster and Ms. Martin reported on their inquiry into D&O insurance. The Township Administrator reports that he thinks we are covered under the Morris County Joint Insurance Fund, and one response from another Library was similar. Ms. Oster added that efforts by "a Trustee" to address the D&O issue directly with the Administrator may have been more of a hindrance than a help. Mr. Sandow volunteered that he had first made the inquiry last summer and gotten no response, that he would renew the inquiry, that he had announced that he would, when it was first brought up at the January meeting, and that he had copied the President and Director when he retransmitted his earlier request the day after the January meeting. He further stated that the current answer is still not definitive, and requests that the Administrator be asked to provide a written statement with references, to assure the Trustees that they are properly covered by JIFF.

Ms. Oster announced the committee appointments for 2010.

Building and Grounds - Mr. Napholtz, Chair, and Ms. Clemson

Finance - Ms. Larkin, Chair, Ms. Clemson and Ms. Oster

Fifth Anniversary - Ms. Clemson, Chair, Ms. Larkin, Ms. Dellureficio, Ms. Petrilli, Meredith McGuire and Arline Most.

Nominating Committee - Ms. Petrilli and Mr. Kaplan, as the two "representatives". Under the conditions in the Policy Manual, Ms. Casella and Ms. Dellureficio are eligible to sit as the third member, and after a coin toss, Ms. Casella was appointed. Ms. Petrilli volunteered to chair the committee, and the President confirmed that.

Ms. Oster then announced her intention to introduce changes to the ByLaws and Administrative Policy Manual to delete the Personnel Manual Committee and Director's Job Description and Evaluation Committee, and merge them into a new standing Personnel Committee. This committee will deal with all the functions of the previously named committees, prepare and conduct the Director's Evaluation, and consult with the Director, as she may require, on other

personnel matters that arise. Pending adoption of the revisions, which will be introduced on March 17, Ms. Oster appointed Ms. Dellureficio, Mr. Kaplan, Mr. Sandow, and herself, as Chair.

Ms. Clemson summarized the situation with signatures for our bank accounts. The signature cards for Investors Savings and Hudson City are in the Directors office, and are partially signed. The signature cards for Millington Savings and PNC require a visit to the banks, and Ms. Clemson will coordinate with the officers to make a joint visit at a convenient time.

Committee Reports

The Fifth Anniversary Committee is moving forward. April 17 will be designated as the Day of Celebration, and on April 24, there will be a concert cosponsored with the Wharton Music Center, and incidental attractions such as balloons. Additional items under discussion include an old fashioned ice cream social, fine relief, "donate a kid's book in lieu of fine", and a "Be a Friend" campaign.

The committee asked for pre-approval to expend operating funds incidental to the celebration. Ms. Larkin moved that the Trustees pre-approve up to \$1000 to be committed at the discretion of the committee. Seconded by Ms. Petrilli, and approved unanimously.

Building and Grounds - We intend to engage a local vender (L & S Air Conditioning & Refrigeration of Stirling) to pursue the furnace repair issues. It was suggested that we apply to the Township Committee for a resolution to authorize the issuance of any required Construction Permits for this work, without payment of the customary permit fees.

Finance - We have received an agreement letter from the new auditing firm approved in January. The Treasurer will sign it and return it.

The 2010 budget will be discussed under New Business

Old Business

All but one of the Trustees has completed the Financial Disclosure form. The deadline is in April.

New Business

The Director requested authority to pay Fania Roofing \$382.50 from the Building Maintenance Reserve Account for the temporary repair of an ice dam problem. Moved by Ms. Larkin, seconded by Ms. Casella, and approved unanimously.

The Director introduced some technical amendments to the Administrative Policy Manual concerning library cards, rental of high-demand books, reproduction of copyright electronic entertainment media, fines and loan periods. During discussion, one word change was proposed

and accepted. The corrected amendments were then introduced for first reading by Ms. Casella, seconded by Ms. Larkin, and approved unanimously.

The 2010 budget was introduced on motion of Ms. Larkin, seconded by Ms. Clemson. The Director recited a few minor changes from the preliminary budget discussed at the January meeting. During the discussion, there was a recommendation for a cosmetic change before the budget is approved and published. In accordance with the Library's Administrative Policy, the budget will be presented again for final approval in the March 17 meeting. The motion to introduce the budget was approved unanimously.

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 Ms. Larkin, seconded by Ms. Clemson, and approved unanimously.

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

The meeting adjourned at 9:35 PM.

Dennis Sandow
Secretary