

Minutes of the Long Hill Township Public Library
Board of Trustees Reorganization Meeting
January 20, 2010

The 2010 Reorganization Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:34 PM on January 20, 2010 by Library Director Mary Martin.

Director Martin called the roll, and the following members were present:

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

Absent
Stephen Napholtz

Director Martin read the Sunshine Law statement.

Ms. Martin called for a motion to appoint her as Acting Secretary so that she could administer the oath of office to new Trustees. Moved by Mr. Sandow. Seconded by Ms. Clemson. Approved unanimously.

As Acting Secretary, Ms. Martin administered the oath of office to the following board members:

- Kathy Larkin (re-appointed for a five-year term, to end 2014)
- David Kaplan (appointed as Mayor's Representative)
- Angela Petrilli (appointed as the School Superintendent's Representative)

Ms. Martin then called for nominations for President. Speaking for the Nominating Committee, Ms Petrilli nominated Ann Oster. Seconded by Ms. Larkin. There were no further nominations. Ms. Oster was elected by acclamation.

As Acting Secretary, Ms. Martin administered the Oath of Office to the new President.

Ms. Oster assumed the control of the meeting as President.

Ms. Oster called for nominations for the position of Vice President of the Board. Speaking for the Nominating Committee, Ms Petrilli nominated Phyllis Clemson. Seconded by Ms. Larkin. There were no further nominations. Ms. Clemson was elected by acclamation.

The President then called for nominations for the position of Secretary of the Board. Speaking for the Nominating Committee, Ms Petrilli nominated Dennis Sandow. Seconded by Ms. Larkin. There were no further nominations. Mr. Sandow was elected by acclamation.

The President then called for nominations for the position of Treasurer of the Board. Speaking for the Nominating Committee, Ms Petrilli nominated Kathy Larkin. Seconded by Ms. Clemson. There were no further nominations. Ms. Larkin was elected by acclamation.

Ms. Clemson moved to adjourn the Reorganization Meeting. Seconded by Mr. Sandow. Upon unanimous vote, the Reorganization Meeting was adjourned at 7:40 PM.

Dennis Sandow
Secretary

(draft) Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
January 20, 2010

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:41 PM on January 20, 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 introduced David Kaplan as the Mayor's Representative. Mr. Kaplan said a few words about his background and his past relationship with the Library.

The Secretary introduced the **minutes** of the December 9, 2009 meeting and moved for their adoption. Seconded by Ms. Larkin. One minor addition was proposed and accepted and the minutes were approved as amended with Mr. Kaplan abstaining.

The Director presented the **Director's January Report** (attached).

- Ms. Martin answered questions about the new availability of downloadable e-books. Mr. Kaplan introduced the issue of "copying" and "copyrights". After some clarifying discussion, Director Martin proposed to offer revisions to the Administrative Policy Manual at the February meeting.
- Paws for Reading started being offered twice per month in January.

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 have organized an Adult Winter Reading Club and a "Great Books" Movie series to begin in February.
- \$260 was raised selling hats made by the knitters.

Ms. Oster announced that she would defer Committee appointments until the February meeting.

Committee Reports

Building and Grounds - No report.

Director's Evaluation - No report.

Finance - To be discussed under New Business

Fifth Anniversary - The Long Hill String Band has been booked for April 17.

Old Business

Nothing to report.

New Business

Ms. Larkin, on behalf of the Finance Committee, introduced a discussion paper concerning the selection of an auditing firm to conduct the 2009 audit of the Library accounts. There was some clarifying discussion. The recommendation was well-received, and will be approved as Resolution #7.

The Trustees then considered the formal resolutions (attached hereto.)

- Ms. Clemson moved adoption of Resolution #1, the meeting schedule. Seconded by Mr. Kaplan. Approved unanimously.
- Mr. Sandow proposed that the remaining resolutions be discussed and then approved in one vote.
- The Trustees discussed the addition of Sunday, December 26, 2010 to Resolution #5 as a designated holiday. This would be in addition to closing Friday and Saturday (Christmas Day). The consensus was that December 26 should be added to the list.
- There was no other discussion. Mr. Sandow moved the adoption of Resolutions #2 through #8 as presented, with the addition of December 26 to Resolution #5. Seconded by Ms. Petrilli. Approved unanimously.

The preliminary version of the 2010 budget was discussed. The budget will be formally introduced at the February, 2010 Trustees Meeting.

Mr. Kaplan questioned the liability exposure of the Trustees for imprudent financial decisions. Mr. Sandow remarked that he had questioned the Township Administrator last year about D&O (Directors and Officers) insurance, and would renew the request.

Ms. Dellureficio announced that she had nominated Director Martin for the NJLA Librarian of the Year award.

Ms. Clemson proposed that the Secretary send a letter of thanks to Jim Martin for his assistance in installing and configuring the new PCs. The Director will draft the letter.

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.

The officers were reminded to sign signature cards for the various bank accounts.

Ms. Martin asked approval of expenditures from the restricted accounts as follows:

- Teen area shelving - \$1630 from the Acorn account.
- Plexiglass covers for the newspaper shelves - up to \$1200 maximum from the Acorn account.
- Software for 5 new (replacement) computers - \$352.12 from the Restricted Technology account

Mr. Sandow stated that the teen area shelving had been informally approved by an email poll of the Trustees on December 17, and that the Director had relied on that poll to place the order. He suggested that this unusual situation should be covered by a written resolution explaining the circumstances. The consensus of the Board was that this is not necessary.

Ms. Larkin moved to approve these three expenditures from the restricted accounts. Seconded by Ms. Casella.

Ayes: Clemson, Casella, Dellureficio, Kaplan, Larkin, Oster, Petrilli

Abstain: Sandow

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

The regular meeting adjourned at 9:45 PM.

The Trustees reconvened in Executive Session at 9:49 PM to discuss the Director's salary increase for 2010, and adjourned at 10:07.

Dennis Sandow
Secretary

Attachment to the January 20, 2010 Meeting Minutes

**Long Hill Township Public Library
2010 Resolutions**

2010 01 Resolution to Establish the Annual Schedule of Meetings

2010 02 Resolution to Designate Official Newspapers

2010 03 Resolution to Designate Official Depositories

2010 04 Resolution to Authorize Signatures on Checks and to Bond Signators

2010 05 Resolution to Authorize Hours of Operation and to Designate Days that the Library Will Be Closed

2010 06 Resolution Authorizing Township of Long Hill to Process the Payroll of the Long Hill Township Library

2010 07 Resolution Appointing Auditor for the Library's 2009 Audit

2010 08 Resolution to Approve Library Cleaning Contract for 2010-2011

2010 01 Resolution to Establish the Annual Schedule of Meetings

WHEREAS, N.J.S.A. 10:4-18 of the Open Public Meetings Act provides that within seven days following the annual organization meeting of the Board of Trustees, or if there be no such organization meeting, then, by no later than January 10th, every public body shall establish by resolution a schedule of regular meetings of the Governing body to be held during the succeeding year and shall submit to the Township Clerk, and shall transmit to the designated newspapers, and shall submit to persons requesting the same, in writing, copies of such schedule of regular meetings; and

WHEREAS, said schedule shall contain the location of each meeting to the extent it is known and the time and date of each meeting; and

WHEREAS, the Board of Trustees of the Long Hill Township Public Library does seek to establish such a schedule for the year 2010;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Long Hill Township Public Library hereby designates the regular meeting dates for 2010 shall be the third Wednesday of each month when possible, specifically as follows:

| | |
|-------------------|--------------------|
| January 20, 2010 | August 18, 2010 |
| February 17, 2010 | September 15, 2010 |
| March 17, 2010 | October 20, 2010 |
| April 21, 2010 | November 17, 2010 |
| May 19, 2010 | December 8, 2010 * |
| June 16, 2010 | January 19, 2011 |
| July 21, 2010 | |

* December's meeting is held the 2nd Wednesday of the month to avoid conflict with Township Committee

All meetings referred to herein shall be held at the Long Hill Township Public Library, 917 Valley Road, Gillette, NJ 07933. All meetings referred to herein shall begin at 7:30 pm.

AND BE IT FURTHER RESOLVED that, as required by NJSA 10:4-8d, the Secretary of the Board will deliver the dates and notices of Library Board meetings to the Designated Official Newspapers, and post notices of meeting dates at Town Hall and at the Library within seven days of the Reorganization Meeting.

In the event that the above schedule of meetings is hereinafter revised, notice shall be posted in the library, and shall be transmitted to the designated Newspapers, and shall be submitted to the Township Clerk in accordance with the provisions of the Open Public Meetings Act.

2010 02 Resolution to Designate Official Newspapers

WHEREAS, the Board of Trustees of the Long Hill Township Public Library recognizes the need to designate an official newspaper for the publication of legal notices; and

WHEREAS, the Board of Trustees of the Long Hill Township Public Library wishes to designate the *Echoes-Sentinel* and the *Daily Record* as the official newspapers for the year 2010;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Long Hill Township Public Library designates as the official newspapers:

- The Echoes-Sentinel*
- The Daily Record*

2010 03 Resolution to Designate Official Depositories

WHEREAS, the Board of Trustees of the Long Hill Township Public Library recognizes the need to designate official depositories for its monies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Long Hill Township Public Library designates as the official depositories for its monies, the following:

- Investors Savings Bank
- Hudson City Savings Bank
- Millington Savings Bank
- PNC Bank

2010 04 Resolution to Authorize Signatures on Checks and to Bond Signators

WHEREAS, the Board of Trustees of the Long Hill Township Public Library recognizes the need for authorizing signatures on library checks, and transfer and withdrawal slips;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Long Hill Township Public Library hereby authorize any two of the following to sign all withdrawal slips and checks in payment of goods and services:

President of the Board of Trustees
Vice President of the Board of Trustees
Treasurer of the Board of Trustees
Secretary of the Board of Trustees

AND, BE IT FURTHER RESOLVED, that the Board of Trustees will bond all Board members authorized to sign withdrawal slips and checks in payment of goods and services.

2010 05 Resolution to Authorize Hours of Operation and to Designate Days that the Library Will Be Closed

WHEREAS, the Board of Trustees of the Long Hill Township Public Library recognizes the need to establish a regular schedule of hours of operation; and

WHEREAS, the Board of Trustees of the Long Hill Township Public Library recognizes the need to authorize closing the Library or limiting hours on designated holidays;

NOW, THEREFORE, BE IT RESOLVED, that the following schedule of hours of operation and library closings shall be in effect for the Library beginning January 1, 2010 and continuing through January 19, 2011.

LONG HILL TOWNSHIP PUBLIC LIBRARY HOURS OF OPERATION
As listed in the Library's Administrative Policy Manual.

LONG HILL TOWNSHIP PUBLIC LIBRARY CLOSINGS

Friday, January 1 (New Year's Day)
Sunday, April 4 (Easter Sunday)
Sunday, May 30 (Sunday before Memorial Day)
Monday, May 31 (Memorial Day)
Monday, July 5 (in observance of Independence Day)
Sunday, September 5 (Sunday before Labor Day)
Monday, September 6 (Labor Day)
Close at 5 pm Wednesday, November 24 (Thanksgiving eve)
Thursday, November 25
Friday, December 24
Saturday, December 25
Sunday, December 26
Close at 2 pm Friday, December 31
Saturday, January 1, 2011

2010 06 Resolution Authorizing Township of Long Hill to Process the Payroll of Long Hill Township Library

WHEREAS, as a cost saving measure, the Long Hill Public Library has requested the Township of Long Hill to process the payroll of the various Library employees; and

WHEREAS, it is more efficient and cost effective for the Township and the Library to have both of their payrolls handled by the same outside payroll service; and

WHEREAS, the Township has performed this function for the Library for several years, and the procedures are well-established and satisfactory to both parties,

NOW THEREFORE, it is agreed by and between the Long Hill Township Free Public Library and the Township of Long Hill, as follows:

1. The Library and the Township hereby agree that the Township will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The Township's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The Township will arrange health insurance for Library Employees under the Township's current contract, and pay the premiums as they fall due.
2. The Township shall debit the "Library Maintenance" account in its budget for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA, prior to forwarding the net payment to the Library on a schedule agreed administratively. The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township.
3. Library employees shall not be considered Township employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

[Adopted by the Township of Long Hill January 12, 2010 (as Resolution 10-054)]

2010 07 Resolution Appointing Auditor for the Library's 2009 Audit

WHEREAS, the Long Hill Township Public Library must select an auditor for the 2009 audit; and

WHEREAS, the Finance Committee has interviewed three auditors and received two proposals; and

WHEREAS, the Finance Committee recommends the firm of Ferrioli, Wielkotz, Cerullo and Cuva, located in Newton N.J.;

NOW THEREFORE, it is resolved by the Long Hill Township Free Public Library to hire the firm of Ferrioli, Wielkotz, Cerullo and Cuva to perform the Library's 2009 audit.

AND BE IT FURTHER RESOLVED, that the Secretary of the Board shall notify the Long Hill Township Municipal Clerk and Chief Financial Officer of the Library's choice of auditor for the year 2009.

2010 08 Resolution to Approve Cleaning Contract for 2010-2011

WHEREAS, the Township of Long Hill has awarded a cleaning contract for the years 2010 and 2011 to Excellent Building Services (Township resolution 09-439, December 16, 2009); and

WHEREAS, the contract includes a bid to clean the Library at a cost of \$13,200 per year or \$1,100 per month; and

WHEREAS, Excellent Building Services has done an adequate job of cleaning the Library building in 2008 and 2009;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Long Hill Public Library approve the cleaning contract with Excellent Building Services for the years 2010 and 2011.