

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
June 16, 2010

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:32 PM on June 16, 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
Steve Napholtz
Ann Oster
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

Several additions to the draft minutes of the May 19 regular meeting were proposed and accepted. Mr. Sandow moved adoption of the revised **minutes** of the May 19, 2010 regular meeting. Seconded by Ms. Casella and approved.

The Director presented the **Director's June Report**.

There was minor discussion of items in the Report.

- With regard to the failing doors between the atrium and the vestibule, we will "make do" for now.
- Ms. Martin described the CD/DVD polishing machine, which will be taken up under new business. Upon request, she passed around a manufacturer's brochure. After we have some experience with the machine, we may offer the use of the machine to other libraries and to patrons - for a fee to be discussed and approved at a later date.

In answer to a question, the Director stated that the bridge games (discussed earlier in the year) were suspended due to lack of participation. The organizers will try again in the Fall.

Ms. Martin described the Annual Meeting of the Highlands Regional Library Consortium, which will dissolve itself in July, as a victim of the State Library budget cuts.

Ms. Petrilli went on record to thank Meredith for coming to Gillette School and Ms. Dellureficio also thanked Meredith for coming to the 3rd Grade, to promote the Summer Reading Club.

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

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

- Friends of the Library:
 - Planning continues for the Summer Reading Kickoff. The agenda is anticipated to include facepainting and simple crafts. Donations of snack food are welcome.
 - The Director will represent the Friends at the Central School graduation, and present the Friends award to some deserving graduate.
- President Oster reported that she is continuing to work on renumbering and minor formatting of the Administrative Policy Manual.
- Continue to monitor legislation and advocate for restoration of funding.

Committee Reports

Building and Grounds -

- The door problem was discussed in the Director's Report.
- Mr. Napholtz presented a report of the Building and Grounds Committee meeting on May 25, concerning the HVAC maintenance contract. Three vendors toured the library and submitted proposals. The committee proposes that the Library execute a new agreement with the existing contractor - "Air Group". They have offered to sign a three year contract with no price escalation over their first-year bid of \$2921.25, and a 60-day cancellation option. Two local contractors were seriously considered, but rejected due to limitations on response time (by qualified technicians) out-of-normal-business-hours. Because all contracts exceeding 13 months must be approved by the Board, Mr. Napholtz will prepare a written resolution for a vote at the July Trustees meeting.

Finance -

- The draft of the 2009 audit has been reviewed and returned to the auditor. The 2009 final numbers will change by a small amount, and will be published in the audit report. The final report is now in production
- A new state law requires every employee to contribute 1.5% of salary towards health insurance premiums. We will coordinate this with the town payroll department.
- One CD will expire in July. We will roll it over and make adjustments to create the furnace reserve and replenish the technology reserve.

Personnel - Nothing to report.

Old Business

None

New Business

Director Martin presented Resolution 2010-15 to authorize expenditure of \$2450 for a Disk Repair System from the Restricted Technology Fund. The resolution was moved by Ms. Larkin, seconded by Mr. Napholtz, and approved unanimously.

Ms. Petrilli discussed the amount of time spent revising minutes, and moved that the Secretary issue the draft of the prior meeting minutes 2 weeks prior to the following meeting. Seconded by Ms. Dellureficio.

During discussion, Mr. Sandow pointed out that the Secretary's duties are spelled out in the Administrative Policy Manual, and that this motion essentially would revise that Manual, without the formal process. The motion was tabled.

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. Clemson, seconded by Ms. Casella. Ms. Larkin abstained.

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

On motion of Mr. Napholtz, seconded by Mr. Kaplan and approved unanimously, the meeting adjourned at 8:50 PM.

Dennis Sandow
Secretary

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Long Hill Public Library Resolution 2010-15
June 16, 2010
Approval of Restricted Expenditure - Acorn

WHEREAS, Restricted Technology Fund expenditures must have prior approval of the Trustees, as required by 2.604 of the Administrative Policy Manual, and

WHEREAS, the Director has described the need for an expenditure for a machine that cleans DVDs and CDs,

NOW THEREFORE BE IT RESOLVED that, on the recommendation of the Treasurer, the expenditure listed below is authorized for payment from the Restricted Technology Fund Account:

- \$ 2,450 for the EcoSmart Disc Repair System from RTI