

Long Hill Township Public Library
Minutes – Board of Trustees
May 21, 2008
Regular Monthly Meeting

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order by President Phyllis Clemson at 7:38 p.m. The following members were present: Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Ann Oster, Kim Sadowski, and Dennis Sandow. Also present was Mary Martin. Absent was Phoebe Sharp.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

A correction to the April minutes was requested by D. Sandow. Mr. Sandow wanted it noted that at the March meeting he inquired about changes in the library's bank accounts, specifically the spread of accounts between banks in town. His concerns were not noted in the April meeting minutes that were provided to the Board for approval. Mr. Sandow agreed to provide his spreadsheet to be included in the April meeting minutes, and the Board deferred approval of the April minutes until that change is made.

The March minutes of the Regular Meeting were accepted with changes on a motion by S. Napholtz, seconded by A. Oster.

Director's Report

See attached Director's Report

A motion to receive the Director's report was made by S. Napholtz, seconded by A. Oster. All voted in favor.

President's Report

- President Clemson encouraged the Board members to help in any way they can with the summer reading kick off which will take place on Saturday, June 21st.

Building and Grounds Committee

- The Committee has been checking into possible sound solutions for certain areas of the library which carry sound more than other areas. Will possibly sample a sound reduction system free of charge from a company during the next month.
- Still waiting and working with MacKenzie Door Company. They are going to let us know when they are working in the area and can install the new doors.

Finance Committee

- Reviewed new finance reports in new format. Still working out best way to present line items. Finance committee and library personnel are working with Quick Books consultant Anthony Buonapane.

Personnel Manual Committee

- The Personnel Committee has been examining and evaluating the current staffing designations of Full-time, Half-time, and Part-time. They have been tracing the creation of this unique system of timekeeping, and what is involved with monitoring, scheduling and pay. Initial suggestion is to streamline this staffing designation into two categories: Full and Part time only. Will discuss further at the next meeting.

Planning Committee

- Have begun to meet and prioritize key items for the Director to work on within the library. Will continue to examine the survey list and priority list, and share further plan of action with the Board members at the next meeting.

Old Business

- Second reading for extending Saturday hours from 10 – 2 p.m. to 10 – 5 p.m. Motion to accept by K. Larkin, seconded by S. Napholtz. All voted in favor.

This change in hours will begin in June. Director Martin will begin to publicize change in hours to the public, after all the staffing and time arrangements have been finalized within the library.

- A discussion ensued regarding use of meeting rooms. It was noted that the meeting room has been used by two different political groups in town, and the Board wanted to review our policy per the policy manual on room usage by designated groups.

After a discussion of what constitutes “groups”, i.e. age restrictions, religious or political usage etc., the Board ultimately determined that the interpretation that exists in the policy manual is correct as stated. The rooms are open to all civic organizations as long as the groups are legitimate legal groups that meet openly and are open to all members of the public that would like to attend. Usage of rooms is still based on a request basis, and per availability of requested room, group size, etc. Ultimately the Library Director approves all room usage forms.

Also got into a discussion on usage of Quiet Study Rooms, and reiterated the policy that the study rooms cannot be locked, be “saved” while the patron steps out of the library, and materials may never be left in the room unattended. Again the Library Director and staff will monitor study room usage, and Director Martin is going to post signs within the quiet rooms stating library usage policy.

New Business

- Approval of purchase of an Ellison Machine for library use.

Treasurer's Report

- Library expenses were presented in two forms this month – newly created line item sheets using Quick Books format, and the traditional form of reporting. Group consensus is that the new Quick Books format appears to include all necessary information, and will ultimately prove to be more timely and easier to manage and understand. (copies of all attached)

A motion to approve all of the Treasurer's Reports as presented was made by S. Napholtz, seconded by A. Oster. All voted in favor.

- It was noted that Catharine Black's name needs to be removed from the PNC Bank and Millington Savings Bank signature cards. Motion was made to delete Catharine Black's name, and add K. Larkin's name as a replacement. Motion was made by D. Sandow, seconded by S. Napholtz. All voted in favor.
- Finance Committee concluded by stating that they are looking at creating more reserve accounts at various banks.

Adjournment

The meeting adjourned at 9:35 p.m.. on a motion made by K. Larkin and seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski
Board Secretary