

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
May 19, 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 May 19, 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

Mr. Sandow moved adoption of the **minutes** of the April 21, 2010 regular meeting. Seconded by Ms. Larkin and approved, with Mr. Napholtz abstaining.

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

There was minor discussion of items in the Report.

- The Board thanked Ms. Dellureficio for arranging the grant from the Long Hill Education Association for the "Mr. Ray" concert scheduled for June 29.
- Ms. Casella thanked the Director for her presentation to the Senior Club.

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: Diane Costa and Meredith McGuire will meet to plan the Summer Reading Kickoff. Donations of snack food are welcome.
- President Oster reported that she and Director Martin attended a MUF meeting, and related the latest status of the state's legislative and budget issues.
- The Morristown Library remains closed since their explosion, and we will cooperate in any way we can.
- Continue to monitor legislation, specifically A-2555, and advocate for restoration of funding. A written letter carries more weight than an E-mail, but do something.
- The April 23rd shelf reading party was a success.

Committee Reports

Building and Grounds - No report.

Finance -

- One CD will expire in July. The Finance Committee will propose a renewal strategy to the Trustees for approval at the June meeting.
- If the state budget cuts cause HRLC to cease operating the Interlibrary Loan courier service, and if the member libraries reconstitute that service in some other form, our cost for the remainder of 2010 would be about \$1000. We can absorb that within our budget.
- The auditor (for 2009) was on site May 18 and met with the Treasurer and the Director. A preliminary report is expected before the next Trustee meeting, and will require a quick turnaround. Trustees will be notified by email when the preliminary report is available, and may obtain copies if they wish to read and comment before the Library's response.
- The Trustees discussed the Library's pension fund reimbursement to the township.

Personnel - Nothing to report.

Old Business

Ms. Larkin moved for approval on second reading, of changes to the Administrative Policy Manual concerning check signers, budget timing and Library spokespersonship. These changes were introduced at the March meeting, discussed at the April meeting and sent back to the Finance Committee, and are presented for approval with one minor change. Seconded by Mr. Napholtz and approved unanimously.

New Business

Director Martin reviewed Resolutions 2010-12 and 2010-13, authorizing expenditures from the reserve accounts. These were described in the Director's Report.

Ms. Larkin moved for approval of Resolution 2010-12. (attached) Seconded by Ms. Clemson and approved unanimously.

Ms. Casella moved for approval of Resolution 2010-13. (attached) Seconded by Ms. Petrilli and approved unanimously.

The Trustees discussed proposed Resolution 2010-14, which would create a reserve of \$50,000 for future repairs and improvements to the Heating, Ventilating and Air Conditioning units in the library building. This need has been established based on unexpected and premature failure of two furnaces as discussed in previous meetings.

There was specific discussion about the life of the fund and language in the proposed resolution that would provide for automatic replenishment. Since the furnace failure rate is unpredictable and the cost of repair/replacement of one unit is known from vendor estimates for the current problems, it is anticipated that the amount authorized by this resolution would suffice for at least five years. The Trustees concurred that future Boards should deal with issues of fund balance and replenishment as the need may arise. Language in the proposed resolution concerning automatic replenishment was stricken.

Mr. Sandow moved to adopt Resolution 2010-14 as modified. (attached) Seconded by Ms. Larkin and approved unanimously.

The Board further discussed Trustee Training. With budget cuts affecting the State Library and the regions, Trustee Training opportunities may be reduced, and trustees were urged to avail themselves of every opportunity. The next Trustee Institute, sponsored by the State Library and the NJ Library Trustee Association, will be on September 25. It is a full day session. The Institute is held every 18 months, so this will be the last opportunity until 2012.

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 unanimously in a single motion by Ms. Casella, seconded by Ms. Clemson.

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

On motion of Mr. Sandow, seconded by Ms. Clemson and approved unanimously, the meeting adjourned at 8:50 PM.

Dennis Sandow
Secretary

Long Hill Public Library Resolution 2010-12
May 19, 2010

Approval of current Capital Maintenance Expenses

WHEREAS, several expenditures were recently obligated due to emergency circumstances, which should be paid from the Capital Maintenance Reserve Account, and

WHEREAS, these obligations were incurred without prior approval of the Trustees, as required by 2.604 of the Administrative Policy Manual, and

WHEREAS, invoices have been received from the vendors, and should be promptly paid, and

WHEREAS, in the interest of expedient payment, the payment checks have been prepared and are included in this month's check list for the Capital Maintenance Reserve Account, and

WHEREAS, the Director has described these expenditures, and the need thereof, in the Directors Report,

NOW THEREFORE BE IT RESOLVED that, on the recommendation of the Treasurer, the expenditures listed below are authorized for payment from the Capital Maintenance Reserve Account as listed on the check list. The expenditures so authorized are:

- \$123.75 to Air Group for a service call
- \$1,052 to Cy Drake Locksmith for repair of the automatic door system

Long Hill Public Library Resolution 2010-13
May 19, 2010

Approval of Restricted Fund Expenses - Acorn

WHEREAS, Restricted Acorn 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 shelving backstops, as well as an expenditure for extra shelving in the Large Print area, in the Directors Report,

NOW THEREFORE BE IT RESOLVED that, on the recommendation of the Treasurer, the expenditures listed below are authorized for payment from the Restricted Funds Account:

- \$375.00 from Acorn funds to *Library Interiors* for shelving backstops.
- \$870.00 from Acorn funds to *Library Interiors* for shelving in the Large Print area

LONG HILL TOWNSHIP FREE PUBLIC LIBRARY
RESOLUTION 2010-14
ESTABLISHING A FURNACE RESERVE FUND

WHEREAS, the Long Hill Township Public Library Board of Trustees (the "Board" or the "Trustees") has determined that a Furnace Reserve Fund will contribute to the provision of efficient and effective library services to the public, and

WHEREAS, the Board has determined it is necessary to restrict certain funds to provide for ongoing and future furnace and HVAC repairs and improvements,

NOW, THEREFORE, BE IT RESOLVED, by the Long Hill Township Public Library Board of Trustees, that the amount of \$50,000 is hereby restricted for the completion of furnace and HVAC repair and improvement projects.