

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
November 17, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:33 PM on November 17, 2009 by President Clemson. Ms. Clemson read the Sunshine Law statements.

The following Trustees were present:

Phyllis Clemson
Diane Dellureficio
Michael Fragnito (Mayor's Representative)
Kathy Larkin
Ann Oster
Stephen Napholtz
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

In compliance with the provisions of Assembly Bill A2784, Mr. Sandow moved that Ms. Casella be recorded as "Excused" due to her recent hospitalization. Seconded by Ms. Larkin. The Board discussed the need to define policies to guide the future determination of "absent" vs. "excused". It was generally agreed to hold the discussion until next year, to see what local policies the township might adopt and to research any relevant directives in library laws. The motion was then approved unanimously.

Excused
Ingrid Casella

The Secretary introduced the **minutes** of the October 21, 2009 meeting.

Ms. Petrilli proposed an addition, and Ms. Larkin proposed a deletion. After several minor additional corrections, Mr. Sandow moved to accept the October 21, 2009 minutes as corrected. Seconded by Mr. Napholtz. The amended minutes were approved unanimously.

The Director presented the **Director's November Report** (attached). There was incidental discussion of the items in the report.

Ms. Oster moved to accept the Director's Report. Seconded by Ms. Larkin and approved unanimously.

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

- The President announced that Ms. Larkin would accept re-appointment after her term expires in December, 2009; and that Mr. Fragnito has notified the Mayor that he does not wish to be

re-appointed as the Mayor's Representative. In accordance with the By-Laws, the Secretary will notify the Municipal Clerk of these term expirations.

- The President reminded the Trustees of the town's Volunteer Appreciation Dinner on December 10, and reminded all to RSVP directly.
- The President reported on the Trustee's Workshop held October 28.
- The President reported that some patrons have expressed interest in forming a bridge group to meet at the Library on a regular basis - similar to the knitters. Still pending.
- The CD at Investor's Savings Bank has been renewed for eight months.
- The Friends of the Library are discussing fundraising ideas. FOTL is now selling hats at the circulation desk in November and December, crafted by the knitters.

Committee Reports

Building and Grounds - No report.

By-Laws Revision - Brief discussion about Trustee absence to be tabled until 2010.

Director's Evaluation - To be discussed in Executive Session.

Finance -

- The current letter of agreement between the Township and the auditor does not include mention of the Library audit. The decision to retain or switch auditors is still under consideration. The Trustees will approve any change after a recommendation has been made.
- The Finance Committee is working diligently to prepare the 2010 budget.
- The Treasurer commended library staff for staying within the budget in 2009. The monthly reports provided by the Director to staff have helped ensure this.

Old Business

The Director updated the Trustees on her correspondence with the County over the OLIS opt-in/opt-out questionnaire. The county's deadline has been extended to allow the Director time for further consultation with the Trustees. The Director proposes to communicate again our desire to partially opt-out, as discussed in the October meeting. Moved by Mr. Fragnito to support the Director's proposal. Seconded by Mr. Napholtz and approved unanimously.

Administrative Policy Manual (Secretary's Duties) This revision was introduced and approved on first reading in October. Ms. Petrilli moved for approval on second reading. Seconded by Mr. Fragnito and approved unanimously.

New Business

The expiration of terms was again discussed as mentioned above in the President's Report.

In accordance with revisions to the By-Laws approved in October, a Nominating Committee was appointed. Ms. Petrilli and Mr. Fragnito will serve automatically, and Mr. Napholtz was selected by lot. The Nominating Committee will report at the December meeting of the Trustees.

The Finance Committee proposed minor revisions to the Finance section of the Administrative Policy Manual

- to expedite emergency payments, and
 - to cap the delegated purchasing authority of authorized employees below the Director.
- Ms. Larkin moved to approve this revision on first reading. Seconded by Mr. Napholtz and approved unanimously.

The Director noted that all the public computers are either 5 years old (from the opening of the Library in April 2005) or older. She proposed to start a phased replacement program, using funds in the technology restricted account. She further proposed to begin the program by replacing the five computers in the Training Room. She intends to reuse available monitors wherever possible. There was inconclusive discussion about donating the retired computers to other organizations within Long Hill. Mr. Sandow moved to adopt the Director's proposal, and authorize the expenditure of reserved funds for five replacement computers. Seconded by Mr. Napholtz and approved unanimously.

The Wharton Music Center in Berkeley Heights did not receive their expected grant to continue the concert series at the Library in the spring of 2010. WMC has asked the Library to split the cost of two concerts at a cost to us of \$500 each. The Board agreed that this is a good idea. Ms. Martin will contact WMC to pursue this.

Ms. Clemson discussed the need to start serious planning for the Fifth Anniversary celebration in April, 2010. It was proposed that the two WMC concerts be scheduled to coincide with the festivities. Ms. Clemson appointed a planning committee, to consist of Ms. Dellureficio, Ms. Larkin, and Ms. Petrilli, and will ask for participation by former Director Arline Most and by Meredith McGuire, representing the staff.

Treasurers Report

Ms. Larkin 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 Mr. Fragnito, and approved unanimously.

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 Ms. Larkin, and approved unanimously, the regular meeting adjourned at 9:15 PM.

The Trustees reconvened in Executive Session at 9:30 PM to discuss the Director's evaluation, and adjourned at 11:06 PM on motion of Mr. Sandow, seconded by Ms. Petrilli and approved unanimously.

Dennis Sandow
Secretary