

Long Hill Township Public Library
Minutes – Board of Trustees
September 19, 2007
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 7:31 p.m. The following members were present: Catharine Black, Brian Boylan, Phyllis Clemson, Diane Dellureficio, Stephen Napholtz, Kim Sadowski, and Dennis Sandow. Also present was Mary Martin, and one member of the public.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The July minutes were accepted on a motion moved by C. Black and seconded by K. Larkin.

Director's Report

(See attached Director's Report)

Additional Comments included:

- Mary Martin and Bob Nelson visited Lounsberry where they talked with the residents, and facilitated a book exchange, as well as encouraging guests to visit the library.
- Mary will be hosting a workshop at the Bernards library on customer relations. Should give her some good ideas for future training at our facility.
- We received a financial donation from the Willis family, and a thank you has been sent.
- Discussion on library programs; variety offered and attendance. Suggestion made to email or call the folks who have previously signed up to attend as a reminder.

President's Report

- Read report from the Friends Committee.
- After receiving an estimate, local contractor Raymond Patalieri has been contracted to work on the brick planter out front that is not draining properly.
- Continuing to pursue estimates for door and roofing. Will be discussed later under old business.

Old Business

- Second reading of revised Administration Policy Manual sections 2.120 and 2.121. Motion made to accept revised policy sections made by C. Black, seconded by D. Sandow. All voted in favor to accept.

- Have had various vendors in to analyze automatic door situation. Conclusion is that we can repair the doors, but it most likely will not last more than a couple years, or we can replace the opening doors with sliding electric doors which are expected to last much longer, and need less future maintenance. The Board members still had a few questions, which Mary will pursue and answer at the next meeting.
- Have settled on a contractor to work on repair and replacing of missing and damaged roof tiles. Contractor is Fania, which comes recommended by other library facilities. Motion made to accept contract and begin work with Fania by D. Sandow, seconded by C. Black. All voted in favor – motion carried.
- A decision has not been made yet on purchasing and installing a bench for east side of the library building. P. Clemson will be pursuing more estimates.

New Business

- First reading of revised Administration Policy Manual sections; 2.200 (Materials Selection), 2.300 (Exhibits and Displays), and 2.400 (Gift & Memorial Policy). Motion made to accept revisions by D. Sandow, seconded by C. Black. All voted in favor – motion carried.
- Request made to close the library at 5:00 p.m. the Wednesday prior to Thanksgiving. (This year the date would be November 21st) Proposal made to make this a permanent policy for the future. Motion made to accept by D. Sandow, seconded by S. Napholtz. All voted in favor – motion carried.
- Discussion of follow up of Planning Meeting in August tabled until next meeting.
- Discussion on preparation for 2006 Financial Audit. Board feels it would be advantageous to hire a permanent Accountant and Bookkeeper. The Accountant would be used to review audit material, and help set and ensure proper training for finance management within the library of library funds. The bookkeeper position will be addressed in the future once an accountant has reviewed our records, and assessed our needs.

Effective immediately, K. Larkin will work with B. Boylan to help review financial records and prepare audit materials.

- A committee was formed to create a director review form to be used for upcoming and future director reviews. Committee consists of P. Clemson, S. Napholtz, K. Sadowski and P. Sharp. Will have a draft ready for review by Executive Board for next meeting, and will be looking for input from all Board members.

Treasurer's Report

The Bill List was accepted on a motion moved by K. Larkin, seconded by C. Black.

The Treasurer's Report was accepted on a motion moved by K. Larkin, seconded by S. Napholtz.

The Librarian's Discretionary Account and Petty Cash were accepted on a motion moved by D. Sandow, seconded by S. Napholtz.

Adjournment

The meeting adjourned at 9:35 P.M. on a motion made by C. Black and seconded by K. Larkin.

Respectfully submitted,

Kim Sadowski
Board Secretary