

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**November 19, 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 7:43 p.m. The following members were present: Brian Boylan, Phyllis Clemson, Diane Dellureficio, Ann Oster, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Absent were Kathleen Larkin and Stephen Napholtz. Library Director Mary Martin was present.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

The minutes for the regular meeting for October 15, 2008 were read. A motion to accept the minutes was made by P. Sharp, seconded by A. Oster. All voted in favor of accepting the minutes.

**Director's Report**

(See attached Director's Report)

Additional comments included:

- Director Martin mentioned how appreciative she is of the library trustees who are able to participate in committee meetings and attend library-related events, and thanked the Board for its support and encouragement of her participation in various library organizations.

Motion to receive the Director's Report by D. Sandow, seconded by P. Sharp. Motion passed unanimously.

**President's Report**

- President Clemson reported on the "Library Law" meeting that she, Mr. Sandow, Ms. Oster and Director Martin attended on Nov. 10<sup>th</sup> in Riverdale, N.J. One idea Pres. Clemson came away with is that any and all designated signatories on library financial accounts should be bonded. The board members agreed.
- President Clemson sent a letter to Municipal Clerk Rich Sheola, and asked him to forward it to the Mayor and members of the Township Committee. The letter addresses the necessity of replacing current library board members whose terms are ending, and it includes some suggestions of community residents who have expressed an interest in serving on the board.
- Morris County Soil has determined that the soil has been properly disposed of per the guidelines of the Morris County Soil Conservation District. The library still has not received the official letter of occupancy. Will continue to follow up with Construction Official Tom Yotka.

- P. Sharp has resigned her position on the board as Superintendent of Schools' Alternate, and Superintendent Rene Rovtar has assigned Angela Petrilli to replace her. Ms. Petrilli is a teacher at Millington School and the school librarian at Gillette School, and is a township resident.
- Pres. Clemson received a phone call from Investor's Saving Bank about maintenance of our accounts. It was agreed that no further actions will be taken on the accounts until after the first of the year when new board members will be designated as signatories.

### **Committee Reports:**

**Administrative Policy Review:** No report

**Buildings and Grounds:** No report

**Finance Committee:** See treasurer's report (below)

**Personnel Committee:** No report.

**Planning Committee:** No report.

### **Old Business**

- Second Reading of revised and updated Finance section of the Administrative Policy Manual (2.600). Motion to approve on Second Reading made by D. Sandow, seconded by P. Sharp. Passed unanimously.
- D. Sandow pointed out the new signage in the library parking lots regarding speed limit and full stops. There are still additional signs to be posted, but it is a start.

### **New Business**

- D. Sandow noted that we should expect that the yearly amount we will receive from the Township for 2009 (the "third of a mil") is only about \$2,500 higher than the 2008 amount. Due to the current economic situation, that number is likely to stay flat or even decrease in the next few years. We should keep this in mind when considering the library budget, and future plans for the library.
- D. Sandow attended a library conference, the Trustee Idea Exchange, in E. Brunswick on Oct. 25<sup>th</sup>. He found it interesting to talk to trustees from other libraries.
- Director Martin suggested that our library join the NJ Compact Disc Circuit. Every 3 months we would receive 250 new musical CDs for our patrons to borrow (and send the current set on to the next library in the circuit). The cost is \$500 per year. After some discussion, P. Sharp made a motion to try the service for one year, and evaluate it upon conclusion of that period. B. Boylan seconded the motion. All voted in favor.

- The library board discussed some possibilities for the upcoming year in regards to special projects. Some suggestions included:
  1. A pull down screen and ceiling-mounted LCD projector for the community room
  2. The purchase of a “hanging art” system which could be used to hang various signs and pictures.
  3. An electronic “white board” to be used by speakers and presenters
  4. Revamping/redecorating the “teen” area within the library (seemed to be a popular choice)
  5. Book gondola kiosks to display special collections within the library
  6. Historic photos of town hung blown up and hung somewhere within the library

### **Treasurer’s Report**

- Bank of America CD is coming due on Dec. 14<sup>th</sup>, totaling about \$12,000. Finance committee recommends closing that account and depositing the funds (which are restricted Acorn funds) into the Hudson Savings Acorn restricted savings account.

A motion was made to close the Bank of America account and deposit the funds into restricted savings at Hudson Savings by P. Sharp, seconded by B. Boylan. Passed unanimously.

- Board reviewed and discussed the Bill List, librarian’s discretionary and petty cash report, receipts year to date, and disbursements year to date.
- Motion to approve all financial reports was made by A. Oster, seconded by P. Sharp. Passed unanimously.

### **Public Portion**

Ingrid Casella, a member of the public, expressed her gratitude to the Library and to Director Martin for all their support of the Senior Center book club.

### **Adjournment**

A motion to adjourn the meeting into Executive Session was made by P. Sharp, seconded by A. Oster at 9:35. Motion passed unanimously.

Respectfully submitted,

Kim Sadowski  
Secretary