

Long Hill Township Public Library
Minutes – Board of Trustees
April 16, 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 7:40 p.m. The following members were present: Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin (left at 8:30 pm), Stephen Napholtz, Ann Oster, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Also present was Mary Martin.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The March minutes of the Regular Meeting were accepted on a motion moved by P. Sharp, seconded by A. Oster.

Director's Report

See attached Director's Report

Additional Comments included:

- Director Martin met with the Watchung Hills High School librarian. Discussed ways to work together in meeting the needs of teens.
- HRLC is sponsoring an Advocacy Meeting on May 7th, if anyone would like to attend. Director Martin will be attending.
- Excellent Cleaning Service will begin cleaning the library on April 22nd.
- We have developed a package of library information that will be sent out to all new home buyers in the township.
- Director Martin has received a quarterly costs statement from Town Hall. Includes an invoice for utilities – is missing costs for health benefits. Administrator Sheola will provide a revised invoice that includes health benefits costs.

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

President's Report

- President Clemson handed out a summary sheet of questions and answers from the recent Trustee Workshop.
- Noted the increase of members joining the library in the last month
- Commented there were 35 in attendance at the musical program on Sunday April 13th.

Building and Grounds Committee

- Newly installed benches in the atrium have been well received and utilized by patrons.
- Town Hall has promised to begin trimming the parking lot bushes and updating the paving stone cut throughs. Also there are benches to be delivered from Town Hall.

Finance Committee

- Audit began this week.

Strategic Planning Committee

Kudos to S. Napholtz for doing such a fine job summarizing the survey results. Committee reviewed and discussed results, commenting it is a great first step toward getting community feedback.

After reviewing survey results – board has agreed on some immediate first steps.

A motion was made by K. Larkin, seconded by S. Napholtz to change Saturday hours to 10 a.m. till 5 p.m. effective ASAP. All voted in favor. This would be considered first reading of amended section 2.101, Hours.

A motion was made by P. Sharp, seconded by B. Boylan to add a second book drop on the plaza next to the existing book drop.
Seven members voted in favor – One voted against.

A suggestion was made to change the name of the Strategic Planning Committee to the Planning Committee. This would involve the same appointed people, but they would meet as needed to accomplish the job. Plan is to use exiting information to establish library strategies, and continue collecting community feedback.

Old Business

- Second reading to amend section 2.101, Hours, of Administrative Policy Manual. Motion made to accept with change to “Library closes at 2:00 p.m.” instead of “for a half day.” Motion made by P. Sharp, seconded by D. Sandow. All voted in favor.
- Second reading to amend Appendix 1, Fee Schedule, of Administrative Policy Manual. Motion to accept made by P. Sharp, seconded by D. Sandow. All voted in favor.
- Second reading of Amend Appendix 2, Loan Periods, of Administrative Policy Manual. Motion made to accept with the change of Circuit DVDs loan period to “1 week” instead of “2 days.” Motion made by P. Sharp, seconded by D. Sandow. All voted in favor.

New Business

- It was noted that the July 4th holiday falls on a Friday this year, and we will be closed Sundays in July. Suggestion made to close on Saturday, July 5th. Motion to close made by P. Sharp, with a second by S. Napholtz. All voted in favor.

- Director Martin would like to gather all staff together for a communication and customer service training session. In order to accommodate day and evening staff, suggestion made to close library to public on Wednesday, June 25th from 5 – 9 p.m. Decision was made to approve, providing adequate public notice is provided. Motion made to approve by P. Sharp, seconded by S . Napholtz. All voted in favor.
- D. Dellureficio noted that she has nominated Director Martin for the BookPage Spotlight Award.

Mr. Sandow reported on an analysis he conducted of the Library's bank deposits. He distributed a table to all the members, which is copied below. He described that the table compares the distribution of funds recommended by the Treasurer at the February, 2007 Trustees meeting and approved by the Trustees, vs. the distribution of funds displayed in an internal report dated March 26, 2008 vs. a proposal to move funds that is before the Board at this meeting.

Mr. Sandow observed that the fund transfers approved of the Board from February, 2007 apparently had not been carried out. He further observed that the Reserved/Restricted Funds balance had apparently declined by nearly \$58,000 during 2007, and asked if any Trustee knew why. No one offered any examples to explain that large decline, but the Director and members of the Finance Committee promised to look into it and report on it at the next meeting.

		Hudson City	Millington	Bank of Amer	Investors	PNC	Bank of NY (Chase)	WaMu	
Restricted	Jan 31, 2007	\$183,218	\$30,666						\$213,884
	Auth Feb, 2007	\$23,218	\$90,666		\$100,000				\$213,884
	March 26, 2008	\$11,456		\$42,048		\$103,550			\$157,054
	April, 2008 Board	\$41,546		\$12,048		\$103,550			\$157,144
Operating	Jan 31, 2007	\$453,572	\$1,300						\$454,872
	Auth Feb, 2007	\$153,572		\$101,300		\$100,000	\$100,000		\$454,872
	March 26, 2008	\$362,102	\$101,383		\$103,945			\$1,300	\$568,730
	April, 2008 Board	\$259,418	\$101,810		\$104,380			\$101,010	\$566,618
Total After Proposal		\$300,964	\$101,810	\$12,048	\$104,380	\$103,550	\$0	\$101,010	\$723,762

DJS
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Treasurer's Report

- The Bill List was accepted on a motion by P. Sharp, seconded by S. Napholtz. All voted in favor.
- The Librarian's Discretionary Account and Petty Cash were accepted on a motion by P. Sharp, seconded by S. Napholtz. All voted in favor.
- Motion to accept the 2007 Receipts Report made by P. Sharp, seconded by S. Napholtz. All voted in favor.
- Motion to accept the 2007 Disbursements Report made by P. Sharp, seconded by S. Napholtz. All voted in favor.
- Motion to accept the 2008 Receipts Report for Jan., Feb., and March made by P. Sharp, seconded by S. Napholtz. All voted in favor.
- Motion made to revise and show the corrected budget by P. Sharp, seconded by S. Napholtz. All voted in favor.

Adjournment

The meeting adjourned at 10:40 P.M. on a motion made by P. Sharp and seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski
Board Secretary