

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**December 19, 2007**  
**Regular Monthly Meeting**

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:02 p.m. by President Clemson. The following members were present: Catharine Black, Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Also present were Mary Martin, Bob Nelson, and assorted invited guests.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

The November minutes were accepted on a motion by P. Sharp, seconded by S. Napholtz.

**Recognition**

Special recognition was extended to Catharine Black as this is her last meeting with the completion of her term. Ms. Black has been a member of the Library Committee since 1987, and her many years of dedicated service and hard work were recognized by P. Clemson. The entire group then adjourned to the Township Committee Meeting, where Ms. Black was given a recognition plaque by the Mayor, and December 19<sup>th</sup>, 2007 was declared Catharine Black Day.

The group returned to the library to resume the Library Board Meeting.

**Director's Report**

(See attached Director's Report)

Additional Comments included:

- The library will be purchasing a scanner which can be used by the public. Scans can be made free of charge, but there will be a slight fee for making a print out of a scan.
- There was another leak in the ceiling during the last heavy rain storm. Fania Roofing has been contacted, and will be out to repair it.
- The library audit has almost been completed. The first draft has been sent, and we are now looking at additional requests the auditors have made.

**President's Report**

- Read report from the Friends Committee.
- Policy Committee met with representatives from Town Hall to discuss costs which are owed the library. We are still waiting for the water bill, and then shared finances will be settled.

### **Old Business**

- None

### **New Business**

- Nothing at this time.

### **Administration Policy Committee**

- First reading of revised Administration Policy Manual sections; 2.600 (Finances), and 2.700 (Miscellaneous Activities). Motion made to accept revisions by P. Clemson, seconded by D. Sandow. All voted in favor – motion carried.
- The Administration Policy Committee will hereby be disbanded, as the task has been successfully completed.

### **Building and Grounds Committee**

- Nothing at this time

### **Finance Committee Report**

- Committee is continuing to work on the budget for the next year.

### **Future Strategic Planning Committee**

- Group continues to work on a township questionnaire to be distributed in 2008.

### **Personnel Manual Committee**

- A committee was formed of board members who agreed to look at and revise the personnel manual. Diane Dellureficio was elected to chair the committee, and other members include M. Martin, D. Sandow, and potentially the new Board member who will be joining in January.

### **Treasurer's Report**

- The Bill List was accepted on a motion by P. Sharp, seconded by S. Napholtz.
- The Treasurer's Report was accepted on a motion by P. Sharp, seconded by K. Larkin.
- The Librarian's Discretionary Account and Petty Cash were accepted on a motion by S. Napholtz, seconded by P. Sharp.

### **Adjournment**

The meeting adjourned at 8:28 P.M. on a motion by C. Black and seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski  
Board Secretary