

Long Hill Township Public Library
Minutes – Board of Trustees
February 20, 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 7:35. The following members were present: Ann Oster, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Also present was Mary Martin, Library Director. Absent was Brian Boylan.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The January minutes of the Reorganization Meeting and Regular Meeting were accepted on a motion moved by P. Sharp, seconded by S. Napholtz.

Director's Report

(See attached Director's Report)

Additional Comments included:

- Write up for the change in fee payments will be written up for the procedural manual and brought to the next board meeting.
- A need has been identified to review all the various contracts and warranties on library materials and property. Discussion ensued whether to set up a separate committee, or to request an existing committee take on the responsibility. Final decision was to combine some members from the Finance Committee and from the Building and Grounds Committee. K. Larkin and S. Napholtz will work with Director Martin to review these contracts.
- Discussed quarterly billing of shared expenses with Town versus year end billing. Would like to propose to the Township a quarterly accounting, with check and balances in total. Finance Committee will look into it.
- Director Martin has been investigating a special computer system for young people. It is called Early Literacy Workstation – and would replace the existing internet program. It is specially designed for youngsters, with specific learning programs versus the open internet system currently installed on the computers in the children's department. Advantage would be that the computers in the children's department would be suited specifically for youngsters. System would cost about \$10,000, and could be charged to the Butterfly Fund.

A motion to accept was made by P. Sharp, seconded by K. Larkin. All voted in favor.

President's Report

- P. Clemson read a summary of the "Friends of the Library" activities. Puzzle night had 30 families sign up to participate. Also there will be a book discussion on March 18th.
- A decision has been made on benches for the atrium. Two teak benches have been selected, and a catalog was passed around for examination. The two benches plus engraved memorial plaque and shipping will cost \$1,248.05.
- They will be placed in the atrium, and one will have a plaque installed dedicating it to Debbie Sievering. A motion was made to approve the purchase by P. Sharp, seconded by S. Napholtz. All voted in favor.

Building and Grounds Committee

- Polarizing film has been installed on the windows in the community room.
- No leaks were experienced during the last heavy rain storm.

Finance Committee

- B. Boylan is working on the disbursements report.

Personnel Manual Committee

- Discussion revisited regarding salary review for the staff. A move was made by D. Dellureficio to rescind the motion made at the January meeting regarding staff salaries, seconded by S. Napholtz. All voted in favor.
- The committee presented further financial analysis on staff salaries that they have conducted since the January meeting, including analysis on how Long Hill staff employees are paid in comparison to the average in other New Jersey libraries. Another salary proposal was made based on these investigations, outlined in the Salary Proposal sheet attached. Motion made by D. Dellureficio to accept the new salary proposal, seconded by S. Napholtz. All in favor totaled 7, not in favor 0, with 1 member abstaining.

Future Strategic Planning Committee Old Business

- Did not distribute surveys at the voting polls as planned, as committee discovered that is not allowed by current state interpretation.
- Next approach is to run a full page insert in the Echoes paper with survey questions, as well as summary of future events. Surveys will also be available at the front desk.
- Plans for the future include sending surveys to township homes through the school system, as well as setting up a focus group of concerned citizens.

Old Business

- Brought to board's attention there is a constant continuation of unresolved items month to month. Group decided they will revisit these outstanding items at the next board meeting.

- Chargebacks regarding shared expenses with the Township for 2007 were discussed. We will receive an additional \$15,630 from the Township.

New Business

- P. Clemson brought up PTO school project of painting wall tiles for a local school fundraiser. Group discussed idea of buying tiles, and decided the option of 3 tiles for \$100.00 seemed best. A motion was made by P. Sharp to purchase 3 tiles, seconded by A. Oster. All voted in favor.
- Idea revisited to hire an outside accountant to oversee audit results, preparation of 2008 audit, and analyze monthly bill payment system and ledger preparations. May also advise and help with installation of new payment procedure system if deemed necessary.
- Motion to accept Resolution 08-02-01 (see attached) made by D. Sandow, seconded by D. Dellureficio. All in favor was 5, with 3 voting not in favor.

February 20, 2008

Resolution 08-02-01

RESOLVED, by the Trustees of the Long Hill Township Public Library, that the Director be authorized to search for and engage a part time accounting professional for the following purposes.

- To extend the current Quickbooks system to produce the equivalent of the monthly financial reports currently reviewed by the Trustees.
- To create reports from that system which replicate and prove the 2007 Income Statement and Balance Sheet.
- To validate the data contained on those reports against all available source records, and to catalog the source records in preparation for the audit of 2007 financial results.
- To adopt additional recommendations from the 2006 Audit Report, as time and workload permit.
- To suggest a going-forward relationship.

The Director is authorized to engage this accountant, either as a part-time employee or as a consultant (as may be mutually agreed), for the period February 20 through April 16, 2008 at a total cost not to exceed \$3000.

The Director may call upon any Trustee(s) to assist in the qualification and periodic review of the work-in-progress.

The Director will submit an interim report to the Trustees on March 19, and a final report and recommendation on April 16, 2008. The final recommendation will propose adjustments to the budget to create a permanent part-time position or consulting arrangement, and the scope of the work to be assigned to this position.

Treasurer's Report

- The Bill List was accepted on a motion moved by P. Sharp, seconded by A. Oster. All voted in favor.
- The Librarian's Discretionary Account and Petty Cash were accepted on a motion moved by S. Napholtz, seconded by P. Sharp. All voted in favor.
- The Treasurer's Report was not submitted this month due to B. Boylan's absence.

Adjournment

The meeting adjourned at 10:23 P.M. on a motion made by P. Sharp and seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski
Board Secretary

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