

Long Hill Township Public Library
Minutes – Board of Trustees
January 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 8:15 p.m. The following members were present: Ann Oster, Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp.

President Clemson read the following statement: *In compliance with the Open Public Meets Law of New Jersey, adequate notice of this meeting was included in a list of meeting notices sent in writing to the Echoes Sentinel and Daily Record, posted on the bulletin board in the Municipal Building, posted on the bulletin board in the Long Hill Township Public Library, and has been continuously posted as required.*

Minutes:

The December minutes were accepted on a motion by B. Boylan, seconded by S. Napholtz, and carried.

Director's Report:

(See attached Director's Report)

Additional Comments included:

- Director Mary Martin has looked into getting a price quote for tinting of the windows in the community room, for purposes such as protecting art exhibits and movie presentations. Price quote was approximately \$465.00
- A hand-out flyer entitled "I Support Libraries" will be available to the public through the library. All are encouraged to talk it up, and pass out if possible to those interested in completing. Forms will also be available at the desk.

President's Report:

- President Clemson read a note of thanks from C. Black.
- A welcome was extended to Ann Oster, who was appointed the new Mayor's Representative.
- Friends of the Library monthly report was shared, discussed Puzzle Night activity to be held at Millington School.
- Reminded members of the hats for sale by the Friends.
- Encouraged all members of the Library Board to participate on various committees.

Building and Grounds Committee:

- Further update on the sliding doors for the atrium. The Board is still in favor of proceeding with replacing the present ones with the sliding doors, but will wait

- for warmer weather to install. Director Martin will call to get an updated estimate and set a potential date for installation.
- The new Knox Box has been installed.
 - Benches for the atrium are still under consideration.
 - Air Group will be asked to check the thermostat in the atrium to determine why this area is so warm.

Finance Committee:

- A preliminary budget was introduced to the board for review. Still waiting for exact figures from Township Administrator as to shared expenses.
The Board moved into Executive Session at 8:55 p.m. to discuss library employee salaries. A discussion ensued regarding some specific, and overall group salary increases. A vote was taken to accept the salary increases as presented on the budget, the vote being 7 in favor and 2 opposed. A motion carried to close the Executive Session and return to the Regular Meeting.

Personnel Manual Committee:

- A. Oster was invited to join the committee, and she accepted. Committee now consists of Chairperson D. Dellureficio, D. Sandow, A. Oster, and M. Martin.
- First meeting will be Tuesday, January 22, 2008.

Strategic Planning Committee:

- D. Sandow will be Chairperson of the committee. Other members include P. Sharp, S. Napholtz, and M. Martin.
- Plans are in motion to distribute the proposed questionnaire through various means. First plan is to set up distribution tables at the voting booths in February, and encourage voters to complete the questionnaire.

Old Business:

- Second reading of revised Administrative Policy Manual sections 2.600 (Finances) and 2.700 (Miscellaneous Activities). Those voting in favor of the revised sections were 8 with 1 opposed. Revised Administrative Policy Manual sections were approved as read.
- Library Hours were brought up for discussion. This discussion was postponed to a future meeting.

New Business:

- Received shared expense report from Township, and difference shows that the library is due approximately \$15,000. This will be finalized at the February meeting.
- Township Hall is considering a change in their cleaning service and we were invited to consider changing our service in order to share services. Director Martin did a review of services offered by both current and proposed service, and it appears we can receive more services for a nominal fee if we change. She will look into obtaining answers to a few further questions, and hopes to have a decision at the February meeting.

Treasurer's Report:

- The Bill List was accepted on a motion by D. Sandow, and seconded by S. Napholtz.
- The Librarian's Discretionary Account and Petty Cash were accepted on a motion by D. Sandow and seconded by S. Napholtz.
- The Treasurer's Report was acknowledged, received and reviewed, but not voted on pending outstanding financial figures.

Adjournment:

The meeting adjourned at 10:15 p.m, on a motion made by P. Sharp and seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski
Board Secretary