

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**July 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 7:34 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. Library Director Director Martin Martin was present, as was Diane Costa, a member of the public.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

The minutes for the regular meeting for April 2008 were read, and were accepted with noted corrections by P. Sharp, seconded by D. Dellureficio.

The minutes for the regular meeting for May 21, 2008 were read and accepted by A. Oster, seconded by S. Napholtz.

All voted in favor of accepting the minutes.

**Director's Report**

(See attached Director's Report)

Additional comments include:

- Many compliments on the new sliding doors. They seem to be working well.
- Library mailer went out to community homes – we received fifteen on-line sign ups for new cards as a result.
- Will evaluate the cost (postage, printing, etc.) for mailings next year. One idea is to send information via e-mail.
- Director Martin has purchased new mugs and flash drives with the library logo on them to be used for prizes and promotional items.
- Very satisfied with the new cleaning service thus far.
- Director Martin and D. Costa met with the school superintendant to discuss library relations with the schools. Went well, and many ideas discussed.

Motion made to accept the Director's Report by K. Larkin, seconded by S. Napholtz.

### **President's Report**

- Kick-off for the summer reading program was very well attended by the public, and all seemed to have a good time. Great response so far to summer reading.
- President Clemson took time out to recognize those who have been working especially hard on certain projects. A special thanks was extended to S. Napholtz for all his work on research and purchase of the new doors, to K. Larkin and B. Boylan for their work on implementing the new QuickBooks system and creating the new reports, and to the Personnel Committee for their continued hard work revising the Personnel Manual and matters there-in. And of course a thanks was extended to D. Costa for her continued leadership of the Friends of the Library and the programs and services they provide.

### **Building and Grounds**

- S. Napholtz has been looking into the proposed sound system to reduce noise levels within the library. At this time it is suggested this be put on a back burner, as the problem does not merit the cost of implementing such a system.
- Still reevaluating the light system and ceiling screen that would be involved with programs involving movies or overheads.

### **Finance Committee**

- Much progress has been made with the QuickBooks system and inputting expenses. All involved on the Finance Committee are continuing to work the budget spread sheets, and evaluate inputting and payment of bills. Will continue to work with accountant Anthony Buonpane. We may want to consider contracting him as a library accountant on an as-needed basis.
- Review by K. Larkin of the newest version of expense reports, especially the Restricted/Operating Funds Reconciliation Sheet. This yearly report will show changes year to year, where the library deposits are, and at what banks we have holdings and for how much.

### **Personnel Committee**

- Committee is continuing to rewrite the Personnel Manual. Will have a further update at the next meeting.

### **Planning Committee**

- No updates at this time.

### **Treasurer's Report**

- After appropriate review and discussion, a motion was made to approve all of the Treasurer's Reports by S. Napholtz, seconded by P. Sharp.
- The Finance Committee will look into setting up further restricted funds, and present it at the next meeting.

- Resolution made by B. Boylan to approve the authorized signatures form and letter to be sent to the appropriate banks with holdings. Resolution seconded by P. Sharp.

All voted in favor.

### **Old Business**

- Board discussed request by Community Day Committee to open the library facilities on August 31, 2008 for the Community Day Celebration. Specifically they would like to see the atrium, bathrooms, conference room and community room opened. Board members discussed the idea, however library is scheduled to be closed for the holiday weekend, and it is unsure who would be available to oversee the facilities. The suggestion was made to request they use Town Hall facilities instead.
- Personnel Committee is still working on the staffing issue of full time/part time/half time. Should have a finalized presentation for August meeting.

### **New Business**

- D. Sandow presented the Board with a resolution he has written to rewrite the Finance Section of the Administrative Policy Manual. It was decided by the Board that instead of voting on the resolution, the Administrative Policy Committee reconvene with the following members: K. Larkin, P. Sharp, S. Napholtz, and D. Sandow. This committee will thoroughly review the Finance Section of the Administrative Policy Manual, including D. Sandow's recommendations, and report back to the Board.
- Board reviewed N.J. Statute 10:4-14 concerning recording of voting results amongst the Board on issues requiring a vote. It is interpreted to read that if a vote is unanimous among the group – that will be stated as such. If the vote is not unanimous – the dissenting/abstaining vote person's name(s) will be stated for the records in the minutes.

### **Public Portion of the Meeting**

- No Comments

### **Adjournment**

The meeting adjourned at 9:30 p.m. on a motion by D. Sandow seconded by K. Larkin.

Respectfully submitted,

Kim Sadowski  
Secretary