

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
July 15, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:33 PM on July 15, 2009 by President Clemson. Ms. Clemson read the Sunshine Law statements.

The following Trustees were present:

Ingrid Casella
Phyllis Clemson
Diane Dellureficio
Michael Fragnito (Mayor's Representative) (Arrived 7:35 PM)
Stephen Napholtz
Ann Oster
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

Absent

Kathy Larkin

The Secretary introduced the **minutes** of the May 20, 2009 meeting. There was lengthy discussion. Several minor word changes and typo corrections were adopted. Mr. Sandow moved to accept the May 20, 2009 minutes as amended. Seconded by Ms. Casella. The minutes were approved unanimously.

The Secretary introduced the **minutes** of the June 17, 2009 meeting. Ms. Oster (who was Acting Chairperson at that meeting) read a statement as follows and asked that it be quoted in these minutes.

Comments on something in the June minutes

[There was a] motion on the floor to pass the MAIN Agreement.

The motion was amended that the MAIN Agreement be deferred pending the Trustees obtain counsel to review the document and our concerns.

After discussion, the amendment was voted upon and since it was a tie, [there was] no majority and it failed to pass.

Then the motion was voted upon and again [there was a] tie vote. [The] motion failed to pass.

"Mr. Sandow then offered to identify a local attorney from the NJLA list who might be available for counsel in this matter."

This is where I was remiss. I should have called Mr. Sandow on this as he was out of order. The amendment to the motion to obtain counsel had just failed to pass and therefore no trustee should take it upon themselves to unilaterally do what just failed to pass.

I apologize to the board for not properly carrying out my duty as chair of the meeting, and would like these comments to go on record.

Three typo corrections were identified and corrected. Mr. Sandow moved to accept the June 17, 2009 minutes as corrected. Seconded by Ms. Petrilli. The minutes were approved unanimously.

The Director presented the **Director's July Report** (attached). There was incidental discussion of the items in the report. Director Martin highlighted the fact that circulation increased 25% June over May.

In response to questions from Trustees, Director Martin answered that

- The response rate to the Welcome packages has been low.
- To date, five patrons have signed up for the "Library Champions" program.

Ms. Oster moved to accept the Director's Report. Seconded by Mr. Napholtz. Approved unanimously.

Ms. Clemson then gave the **President's Report**.

- The Friends of the Library extends its thanks for all the help with the successful Summer Reading kickoff. Diane Costa is assisting the Director in the planning of Fall events.
- A *Library Champions* program has been started.
- President Clemson has received praise for our Director from several people in the community and very positive comments on our Summer Reading Program.
- The President thanked Mr. Sandow for preparing a proposed amendment to the Administrative Policy Manual concerning the duties of the Board Secretary, as requested at the May meeting. She appointed an Administrative Policy Committee consisting of herself, Ms. Oster and Ms. Dellureficio to review the proposed amendment.
- The President thanked the Director Evaluation Committee for their work on the Director's Job Description, and the By-Laws Committee on their work.
- The President announced that the Finance Committee would be responsible for efforts to create an endowment fund.

Committee Reports

Building and Grounds - Mothers with children love the new sliding main entrance doors.

By-Laws Revision - Over half complete. Next meeting July 20.

Director's Evaluation - The committee circulated a preliminary "Job Description" for the information of the Trustees, and solicited comments. The evaluation form itself will follow. The committee briefly discussed the methodology of preparing the Job Description.

Finance - Nothing to report

Old Business

MAIN membership - Ms. Dellureficio moved that the Board approve signing the MAIN Agreement without attorney review. Seconded by Ms. Petrilli. There was considerable discussion. The motion failed on a tie vote..

Ayes: Clemson, Dellureficio, Oster, Petrilli

Nays: Casella, Fragnito, Napholtz, Sandow

Mr. Sandow announced that he intended to personally engage an attorney specializing in library law, to look over the M.A.I.N. Agreement.

President Clemson reported to the Board that she and the Director would like permission to present the M.A.I.N. Agreement, along with the Board's April letter to M.A.I.N. to Township Attorney Pidgeon, and ask for his counsel. The Board granted permission.

The Board discussed the status of the Museum Pass program that has been previously announced.

New Business

The revisions to the Administrative Policy Manual concerning the duties of the Secretary as prepared by Mr. Sandow were distributed in the pre-meeting package. Because President Clemson had earlier announced the formation of a review committee, these revisions were not discussed or introduced at this time.

Treasurers Report

In the absence of the Treasurer, Director Martin introduced the Bill List, YTD Disbursements report, Librarian's Discretionary & Petty Cash, and the YTD Receipts report. These were discussed and approved in a single motion by Mr. Napholtz, seconded by Ms. Oster and approved unanimously.

There were no members of the public present, so the **public comments** portion of the meeting was omitted

On motion of Mr. Napholtz, seconded by Ms. Oster, and approved unanimously, the regular meeting adjourned at 9:58 PM.

Dennis Sandow
Secretary