

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**June 20, 2007**  
**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 p.m.

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 was Mary Martin.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

The May minutes with corrections were accepted on a motion moved by P. Sharp and seconded by K. Larkin.

**Treasurer's Report**

The Bill List was accepted on a motion moved by C. Black, seconded by K. Larkin.

The Treasurer's Report was accepted on a motion moved by P. Sharp, seconded by K. Larkin.

The Librarian's Discretionary Account and Petty Cash were accepted on a motion moved by D. Sandow, seconded by K. Larkin.

**Library Budget**

The 2007 Long Hill Township Library Budget Request was presented by the Library Director, reviewed by the Board members, and discussed by the Board members. After an appropriate question and answer period, a motion was made to accept the budget by D. Sandow, and seconded by P. Sharp. All voted in favor of accepting the budget. (copy attached.)

**Director's Report**

(See attached Director's Report)

Additional Comments included:

- A question was raised on the ability to track the actual amount of Long Hill patrons only who are checking out books. Not an available feature at this time, however Mary is still looking at ways to customize the check out reporting.
- We have installed a "Deep Freeze" system on the library patron computers. This preserves the original settings on the computer.
- Next Reads can be customized within the library system, so Mary is looking into doing that.

**President's Report**

- Acknowledged Steve's continued work on the door problems. After soliciting and getting visits from various door people, the McKenzie Door Company just showed up and started to work on it. Will continue to monitor.

- Ms. Clemson has spoken with D. Kuhn for available dates that he could meet with the Board for a workshop. Request was made to ask him for dates that include weekends as well as weekday evenings.

### **Old Business**

Second reading of revised Administration Policy Manual section pertaining to meeting room procedures: Section 2.500 through 2.520 manual sections. Motion to accept was made by C. Black, seconded by P. Sharp. All voted in favor of accepting the changes.

Trustee term issue seems to have been resolved. C. Black has elected to end her term in 2007, and B. Boylan will be reappointed to a term ending in 2011. This should stagger the Board terminations sufficiently. The Board directed the secretary to advise the Township Clerk of these changes to Board terms via the attached letter.

### **New Business**

Reviewed first reading of revised Administration Policy Manual sections 2:000 through 2:115 plus Appendix 1 and Appendix 2. Motion to accept made by C. Black, seconded by D. Sandow. All voted in favor.

Suggestion made to resequence the meeting order to move the public portion of the meeting to after approval of the minutes. This would allow attendees the opportunity to speak sooner if they wish, without sitting through the entire meeting. All attendees are certainly welcome to attend the entire public portion of any library board meeting if they desire. K. Larkin volunteered to review correct procedures in "Roberts", and report back at the next meeting.

Board members will revisit the listing of "ideas" for Mary to work on, and pass on if they so desire. These ideas are informal and personal opinions, not a formal request from the Board as a whole, and Mary is comfortable with that.

D. Sandow suggested the Director's report as presented at the meetings should focus on upcoming items, not a summary of past actions. Mary will try to incorporate that in future reports when possible.

Discussion also made to keep in communication with the Township as to when Township mailings are going to be compiled, that we might continue to try to include information about library affairs. Library events were included in the most recent mailing to Long Hill residents.

Long Hill Township TV channels are now on – and have been set on the TV behind the desk. Promotions for the library are in the works for future viewing.

A suggestion was made to meet as a Board in August, when there is traditionally no meeting. A vote was taken, with 3 votes in favor of meeting, 4 voting against.

### **Adjournment**

The meeting adjourned at 9:40 P.M. on a motion by P. Sharp, seconded by C. Black.

Respectfully submitted,

Kim Sadowski  
Board Secretary