

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
May 20, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:30 PM on May 20, 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) - late
Kathy Larkin
Stephen Napholtz
Ann Oster
Angela Petrilli (Superintendent of Schools' Representative) - arrived at 8:30
Dennis Sandow

The Secretary introduced the **minutes** of the April 22, 2009 meeting. Ms. Clemson read new language to expand on the CD rollover item. One typo was reported. Ms. Larkin moved to accept the corrections. Seconded by Ms. Oster. Unanimously approved. Mr. Sandow moved to accept the April 22, 2009 minutes as amended. Seconded by Ms. Oster. The minutes were approved unanimously.

The Director presented the **Director's May Report** (attached). There was incidental discussion.

- Additionally, Director Martin reported that May is "Get caught reading" month. The staff will set out books if interest at prominent locations around the Library to stimulate circulation.
- We received the "Dusty Book Report" for the first time in five years. (This is a report of books which have not circulated, compiled by the circulation computer.). It contains over 200 pages, but no line count was available. Staff will begin processing the report.
- Summer Reading lists for Central School and Watchung Hills RHS are available, and the books will be segregated for easy access. Diane Costa circulated the reading lists to her mailing list, asking for donations of additional copies of books on the list, and some donated copies have been received.
- An unsolicited donation of \$200 has been received and acknowledged.
- Floor mats for the circulation area have arrived.
- Improvements to the staff lounge were completed by volunteer labor arranged by the Director.

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

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

- Circulation continues to increase.
- The Friends of the Library are soliciting donations of snacks and drinks for the Summer Reading Program Kickoff on June 20.
- The President appointed Mr. Napholtz as Chair of the Building and Grounds Committee.
- The President asked Mr. Sandow to prepare an amendment to the Administrative Policy Manual to cover the duties of the Secretary.
- The President requested that the Secretary provide minutes of the previous meeting at least two weeks prior to the next board meeting

Committee Reports

Building and Grounds - Nothing to report

By-Laws Revision - Nothing to report

Director's Evaluation - Working informally

Finance

- Ms Casella is working with the bookkeeper to prepare detailed documentation of the bookkeeper's duties and work flows.
- Ms Larkin reported on the draft of the Audit conducted in late April.
 - The draft audit report is dated April 24, but was just received a few days ago. The Finance Committee has not met to discuss it. Trustees were advised by email that copies are available for inspection, and any comments were requested to be sent to the Treasurer by Wednesday May 27th.
 - The audit is not an internal control audit.
 - The audit indicated that the Library should maintain a fixed asset accounting system. This is a recurring comment.
 - Trustees discussed some additional comments in the draft report which could be misleading.
 - Ms. Larkin will discuss these comments with the auditor before a final report is issued.
 - Ms Larkin suggested that next year, we should ask the auditor for a "Letter of Engagement" to establish a clear understanding of what the auditor is expected to accomplish.
 - Ms. Larkin stressed that, going forward, if any board member has concerns about the way the board handles its finances, or wishes to meet with the auditors, he/she should consult with the Finance Committee and meet with the auditors as a group and not individually.
 - Mr. Sandow objected to "proctoring" of discussion between any Trustee and the auditor.

Old Business

- MAIN Membership Agreement. Director Martin advised that she has been in contact with the Chairman of the MAIN Planning Council, and our letter has not been received. Mr. Sandow will send another copy at once. President Clemson asked Mr. Sandow to copy her on the letter, and on any future correspondence that he sends in his role as Secretary of the Board.
- Sound Masking. Mr. Sandow made an inquiry in the vendor area at the NJLA convention. This led to an email exchange with a consultant who is available to perform a study for us. In the course of the exchange, the consultant inadvertently gave us some free advice, which was reviewed by Mr. Napholtz. Mr. Sandow and Mr. Napholtz have concluded that sound masking is not a solution that will work for us.
- The Library will close for Staff Training at 5:00 PM on June 18, 2009

New Business

- Director Martin recommended that we give 30 days notice to ADT, the Library's current alarm service vendor, and replace them with Weiss, the alarm vendor at Town Hall. Weiss recommends that they install motion detectors and panic buttons for a one-time charge of \$2500. The Trustees engaged in a short informational discussion. Moved by Ms. Larkin to accept the recommendation, cancel ADT, and contract with Weiss for one-time upgrades in an amount not to exceed \$3000, to be charged to the capital maintenance reserve account. Seconded by Ms Casella. Approved unanimously.
- Director Martin stated that Weiss requires a 2-year maintenance contract, which is beyond the term allowed to the Director by the Administrative Policy Manual. Moved by Mr. Sandow to grant authority to the Director to enter into this two-year contract. Seconded by Mr. Napholtz. Approved unanimously.
- Director Martin described book "gondolas" to provide mobile shelving for special displays around the Library. The staff has determined that four units (in cherry finish) are appropriate. Sales brochures were circulated and discussed. Moved by Mr. Sandow to authorize the Director to expend no more than \$4500 from Acorn restricted funds for purchase and shipping of the recommended units. Seconded by Ms Clemson. Approved unanimously.
- Director Martin then said that the vendor required a 50% deposit. Ms Larkin moved to issue a check for the deposit ASAP. Seconded by Mr. Sandow. Approved unanimously.
- Director Martin reported that repairs to a faulty air conditioner compressor resulted in a charge from the vendor (Air Group) in the amount of \$227. That budget line would be over-expended. Moved by Ms. Larkin to pay the bill and adjust the budget as appropriate. Seconded by Mr. Napholtz. Approved unanimously.
- Ms Casella and Mr. Sandow reported on the Trustee Institute held at Princeton Marriott on May 9.
- Mr. Sandow introduced Resolution 2009-09-01 (Attached) and moved for its adoption. Seconded by Mr. Napholtz. After some discussion, the motion was defeated.

Ayes: Sandow

Nays: Clemson, Dellureficio, Fragnito, Napholtz, Oster, Petrilli

Abstain: Casella, Larkin

- Ms Larkin moved to go on record that the Wharton Music Center concert series was a success and there were no problems with the piano. Seconded by Ms. Clemson. The motion was passed with the following vote:

Ayes: Casella, Clemson, Dellureficio, Fragnito, Larkin, Napholtz, Oster, Petrilli

Abstain: Sandow

Treasurers Report

The Treasurer 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 Ms Larkin, seconded by Mr. Napholtz, and approved unanimously.

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

On motion of Ms. Casella, seconded by Mr. Napholtz, and approved unanimously, the regular meeting adjourned at 9:50 PM.

Dennis Sandow
Secretary

(This Resolution was introduced by motion, but was defeated. See the minutes.)

Resolution 2009-05-01
A Resolution Concerning the Piano

WHEREAS, the Long Hill Public Library has just concluded a successful series of ten concerts held in cooperation with the Wharton Music Center in Berkeley Heights, and

WHEREAS, an essential part of the concert series was the loan of a piano by the Steinway and Sons Piano Gallery of Paramus, NJ, which furnished a new Model "B" grand piano (7 ft.) for use by the artists, and

WHEREAS, the trustees and staff noted that the piano could not be heard in the main Library rooms during tuning and practice, and the piano could barely be heard in the main Library rooms during (all except two extremely fortissimo) concerts, and during concerts often was inaudible because of the background noise and the noise of the copying machine, and

WHEREAS, there were no staff or patron complaints about the presence of the piano or the sounds generated therefrom, and

WHEREAS, there were no incidents at any children's programs that involved the piano as an "attractive nuisance", and

WHEREAS, there were no activities in the Community Room during these two months that were compromised by the presence of the piano stored in the corner,

NOW THEREFORE BE IT RESOLVED that the Trustees of the Long Hill Public Library wish to record for the benefit of future Trustees, that there was no detriment to any other function of the Library during the period of the loan, and that the concerts which used the piano were a benefit to the Library's image in the community.