

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**May 16, 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 7:30 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 following minutes were approved with corrections:  
Executive session minutes for 3/1/2007 and 3/18/2007 were moved by C. Black and seconded by P. Sharp.

Minutes for regular monthly Board meeting with corrections for 3/21/07 were moved by C. Black and seconded by P. Sharp.

Minutes for regular meeting 4/18/07 were moved by C. Black and seconded by P. Sharp.

**Treasurer's Report**

The Bill List was moved by S. Napholtz and seconded by K. Larkin.

The Treasurer's Report was moved by S. Napholtz and seconded by P. Sharp.

The Librarian's Discretionary Account and Petty Cash were moved by P. Sharp and seconded by K. Larkin.

**Director's Report**

(See attached Director's Report)

Additional Comments included:

- Mary will be looking for volunteers during the summer to help with reshelving and number check. She is mulling over ideas for possible rearrangement of book shelves, to be discussed at a future date.
- Doors are still a problem. Steve has agreed to help pursue proper resolution of the problem and compensation under warranties and such through his involvement with the Building & Grounds aspect of the Board.
- Mary has ordered more Book Page periodicals (the initial batch flew out of the library) and we will also be going on-line shortly with Next Reads.
- Will begin to actively pursue new hires to properly address library staff needs.

### **President's Report**

Looking into purchase of a library bench for the East Side of the building, to match the bench on the Western side of the library. Approximate costs are \$800.00 plus clips and concrete pad. There will be a memorial plaque attached to the bench in Debbie Sievering's name. The motion was made to make arrangements to purchase the bench: P. Clemson proposed and K. Larkin seconded.

Mural committee reported that plans are set for mural dedication on June 3<sup>rd</sup>.

### **Old Business**

Reviewed first reading of revised Administration Policy Manual section pertaining to meeting room procedures: Section 2.500 through 2.520 manual sections. C. Black approved, with P. Sharp seconding. All voted in favor, with 1 abstention.

Expiration terms of Board members were reviewed, questioning whether sufficient staggering of term expirations. It is recommended that there be a suggestion to ratify the new members, and look again at the term endings for existing members. It was pointed out this has been a concern for many libraries within the network.

### **New Business**

Possible need for parking spots for library staff were discussed. Decided that it is not a problem at this time, and that parking should be available for library patrons. Need will continue to be monitored by Mary and library staff, and will be revisited if necessary.

Dennis Sandow talked about his visit to the State Library Convention and the M.A.I.N. seminar for trustees.

Talked about possibly adding or alternating members on the Administrative Policy Manual sub-committee. Will discuss further at next meeting.

Public Portion of the meeting closed at 9:50 p.m. approved by P. Sharp and seconded by C. Black.

Respectfully submitted,

Kim Sadowski  
Board Secretary