

Long Hill Township Public Library
Minutes – Board of Trustees
November 14, 2007
Regular Monthly Meeting

An Executive Session of the Long Hill Township Public Library Board of Trustees was called to order at 7:04 p.m. by President Clemson. The following members were present: Catharine Black, Brian Boylan, Phyllis Clemson, Diane Dellureficio, Kathleen Larkin, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp.

Executive Session

On a motion by Ms. Black, seconded by P. Sharp, the committee went into executive session to discuss personnel review for M. Martin. Executive session ended at 7:50 p.m.

Regular Monthly Meeting

The regular monthly meeting of the Long Hill Township Public Library Board of Trustees was called to order at 7:55 p.m. All above-mentioned members were present, as well as Library Director Mary Martin.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The October minutes were accepted on a motion moved by P. Sharp, seconded by S. Napholtz.

Director's Report

(See attached Director's Report)

Additional Comments included:

- Mary will be considering ideas of holiday decorating for the library.
- Mary and Diane Costa from the Friends committee will be organizing an adult reading club (complete with incentives) for the winter months.
- Mary has begun advertising to find another children's librarian. In the meantime, Mary, Bob, and Clarissa will each be alternating one evening to work.

President's Report

- Read report from the Friends Committee.
- Policy Committee met with Mr. Sheola to discuss insurance and shared finances.
- Continued discussion on NJKI and our support of it.
- Still looking into benches for the atrium from a variety of sources.

Old Business

- D. Sandow communicated to the Communications Committee that the library will not be working on a film at this time to be shown on the free cable network.
- Parking lot concerns have not been addressed at this point from anyone in Town Hall. Next step may be to send a formal letter from the Library Board expressing our concerns over the safety of the residents and employees using the library. However, we will be sure to thank them for repairing the sidewalk on the north side of the building.

New Business

- Nothing at this time.

Administration Policy Committee

- Chief Hedden met with the group to discuss some public policy issues.
- Committee hopes to complete all revisions by end of year.

Building and Grounds Committee

- The brick planter out front has been repaired and replanted.
- Sink in the staff kitchen has been replaced by G. Bott.

Finance Committee Report

- Committee has begun working on a budget for the next year.
- There are some money accounts that are coming due. D. Sandow moved, and K. Larkin seconded, that future investment decisions be made at the discretion of the treasurer.

Future Strategic Planning Committee

- Group had the first meeting at which a general public survey to township homeowners was discussed. Various avenues for distributing survey were discussed, with the most cost effective being to mail out with township mailing for the new year. Will be checking with Town Hall to see when next mailer is slated to be sent.
- When mailing is made, will try to get local newspaper to pump it up, and encourage people to return survey.

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Treasurer's Report

Have called the auditors to set up a date, but no return call as of yet.

The Bill List was accepted on a motion moved by P. Sharp, seconded by C. Black, with D. Sandow abstaining.

The Acorn Account was accepted on a motion moved by P. Sharp, seconded by C. Black. All approved.

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

Two Librarian's Discretionary Accounts and Petty Cash were presented, one dated through October 15th, and the November 2007 report. A move to accept both was made by C. Black, seconded by P. Sharp, with D. Sandow abstaining.

Adjournment

The meeting adjourned at 9:03 P.M. on a motion made by C. Black and seconded by P. Sharp.

Respectfully submitted,

Kim Sadowski
Board Secretary