

**Long Hill Township Public Library**  
**Minutes – Board of Trustees**  
**October 17, 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, Stephen Napholtz, Kim Sadowski, Dennis Sandow, and Phoebe Sharp. Not present was Kathleen Larkin. Bob Nelson was present, sitting in for M. Martin.

**Sunshine Law**

The provisions of the Sunshine Law were taken as read.

**Minutes**

Correction to September minutes: Landscape contractor consulted for work on the cement planter was incorrectly spelled. Correct spelling is Raymond Parolari.

The September minutes were accepted, with correction noted, on a motion moved by B. Boylan, seconded by C. Black.

**Director's Report**

(See attached Director's Report)

Additional Comments included:

- Township meeting being held in October, with representatives from various township groups. D. Sandow will be attending the meeting, and can represent the library board.
- There was a good response to the Educator's Tea on October 9<sup>th</sup>. Approximately 15 township educators, and misc. school administrators, attended the tea.
- Discussion on how township emergency personnel should properly enter the building if necessary during library closed hours. Currently it is believed they enter through the township offices, however, we should investigate getting a lock box (or Knox Box) for outside the library doors.
- Discussion on doing a film with library information for use on the LHTV channel. Decided it is a good idea for the future, but not a priority at this time.
- Discussed idea of aquarium for the children's department. Further questions from the board members on size of tank, maintenance involved, type of fish, etc. Will investigate and discuss further at November meeting.

**President's Report**

- Read report from the Friends Committee.
- Reminder to RSVP regarding the upcoming Township Volunteer Dinner.

- Discussed two issues that have come up from the Admin. Policy Committee. One was the issue of whether to allow food and drink within the library facilities. (or just food, or just drink) Discussed concerns pro and con; then took an informal vote. Two (2) voted to allow food and/or drink, and six (6) voted against.

Then discussed the issue of what age should unattended children be allowed to stay in the library. Discussed concerns pro and con, with decision made to make 10 years of age be the minimum age that children may be left unattended in the library. Took an informal vote with seven (7) members agreeing with 10 years as a minimum age, and one (1) member voting against this as a minimum age.

- Discussed details involved with fixing cement planter outside. Will involve extensive work, and replanting to match existing planter. Estimate is \$ 3,800.00 to restore planter to proper working condition. P. Sharp moved, and K. Sadowski seconded, that we approve repair of the planter using R. Parolari for the estimated amount. All voted in favor.
- P. Clemson suggested that we look into getting one or two benches for inside the atrium, for patrons to use for rest or to sit while putting on outerwear etc. Board agreed. Also may be getting a loan of one or two benches from the township, which will be placed outside for patron usage.
- Need to start thinking about holiday decorations for the library. Will discuss with Mary at the November meeting.

### **Old Business**

- Second reading of revised Administration Policy Manual sections; 2.200 (materials Selection), 2.300 (Exhibits and Displays), and 2.400 (Gift & Memorial Policy). Motion made to accept revised policy sections made by C. Black, seconded by P. Sharp. All voted in favor to accept.
- B. Boylan reported that preparations for the auditors has been completed, and that we will be contacting them.
- Roof repairs have been completed as of Oct. 17, 2007.

### **New Business**

- Strategic planning board was formed to facilitate discussion for future direction of the library, and to follow up on ideas discussed at Strategic Planning Meeting in August. Committee consists of K. Sadowski, S. Napholtz, and D. Sandow.
- Summary of Director Review Committee's results. Form passed out and reviewed. Request made for each board member to complete and return to P. Clemson by Nov. 1<sup>st</sup>. She will then compile results and present at next meeting.
- NJKI issue – there is a possibility that funding to libraries may be cut and it is suggested letters be sent to legislators by persons concerned. One suggestion is that Mary and Bob design a general petition highlighting concerns that could be signed by concerned patrons.

- Numerous concerns about the outside parking lot. Sample concerns involve things such as stepping stones are irregular and dangerous, cars are traveling too fast, and shrubs have grown too high to see over. Will discuss with Town Hall for future action.

**Finance Committee Report**

P. Clemson, K. Larkin and B. Boylan are preparing the budget for 2008, and are awaiting figures from the township.

**Treasurer's Report**

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

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

No Librarian's Discretionary Account and Petty Cash were presented.

**Adjournment**

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

Respectfully submitted,

Kim Sadowski  
Board Secretary