

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
August 19, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:35 PM on August 19, 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)
Kathy Larkin (Arrived 7:39 PM)
Ann Oster
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

Absent

Stephen Napholtz

The Secretary introduced the **minutes** of the July 15, 2009 meeting.

Ms. Clemson read a number of corrections that she proposed. There were no objections. Mr. Sandow moved to accept the July 15, 2009 minutes as corrected. Seconded by Ms. Casella. The amended minutes were approved unanimously (Ms. Larkin abstained.)

The Director presented the **Director's August Report** (attached). There was incidental discussion of the items in the report. Ms. Oster moved to accept the Director's Report. Seconded by Ms. Casella. Approved unanimously.

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

The Friends of the Library report that

- Director Martin and Diane Costa visited the recently expanded Livingston Library.
- The Friends are planning a series of "food-themed" movies. Dates and times to be determined.

The Policy Manual Committee appointed at the July meeting to review the Secretary's duties (as prepared by Mr. Sandow and which accompanied the July Board package) has completed its work, but a final draft is not ready. Mr. Sandow will be offered an opportunity to review and

comment on the Committee's draft, and the Secretary's duties will be discussed at the next meeting.

Ms. Clemson asked the Trustees to conduct the meeting with decorum, and to raise their hand to be recognized during debates. "Expect Respect."

Committee Reports

Building and Grounds - There was damage to the roof during the July 26 microburst. A repair estimate has been obtained. The Community Room rug will get its annual post-Summer Reading cleaning in early September.

By-Laws Revision - Completed. The proposed revisions will be discussed during New Business.

Director's Evaluation - Completed. The report will be discussed during New Business

Finance - Nothing to report

Old Business

MAIN membership - The report from Attorney Pidgeon was introduced and discussed. There was additional discussion concerning details of M.A.I.N. activities, schedules, and decisions, which Director Martin might add to the monthly Director's Report. Several Trustees agreed that these details would benefit of the Trustees' understanding of her participation as their agent under the terms of the M.A.I.N. Agreement.

Ms. Larkin moved that the Board approve signing the MAIN Agreement. Seconded by Ms. Petrilli. The motion was passed.

Ayes: Clemson, Dellureficio, Fragnito, Larkin, Oster, Petrilli (*Mr. Napholtz concurred in an earlier email to the President.*)

Nays: Casella, Sandow

The Agreement will be executed by the President and Secretary, and forwarded.

Community Day September 12 - The Library will participate with a table on the rear patio or in the Atrium (depending on the weather.) The table will be staffed by Trustees and Friends. Director Martin will solicit volunteers and prepare a schedule. We will sell the Friends Cookbook, and give away library mementos.

Street Fair October 4 - Same as above. Director Martin has applied to the promoter for table space.

New Business

Ms. Dellureficio presented the final report of the Director's Job Description and Evaluation Committee, and explained the contents. There was discussion of the evaluation process and schedule, and modifications were proposed, discussed and adopted. The Director's Job Description and Evaluation Form will be treated as a separate document, and not embedded in the Library's Administrative Policy Manual. Ms. Dellureficio will provide new copies incorporating the revisions discussed.

Mr. Sandow moved to accept the recommendations of the committee, with the changes discussed. Seconded by Ms. Larkin. Approved unanimously.

Ms. Oster presented the report of the By-Laws Revision Committee and the proposed revisions to the By-Laws and supporting additions to the Administrative Policy Manual. The trustees asked a number of questions and proposed a number of minor revisions.

The Committee agreed to reconvene to take these comments into consideration, and to revise these documents as appropriate for introduction at First Reading at the September meeting. No formal action was taken at this meeting.

The Township's new Anti-Harassment Resolution was included with the Board's package, and was noted.

Treasurers Report

The need to repair the recent roof damage was again noted. Ms. Larkin moved to authorize the Director to make arrangements and complete the roof repairs for no more than \$5000 to be taken from the Capital Maintenance reserve account and to further authorize up to \$1000 for repairs to the HVAC. Seconded by Ms. Oster. Approved unanimously.

Ms. Larkin 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 Ms. Casella and approved unanimously.

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

On motion of Mr. Fragnito, seconded by Ms. Casella, and approved unanimously, the regular meeting adjourned at 9:52 PM.

Dennis Sandow
Secretary