

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
October 21, 2009

The Regular Meeting of the Board of Trustees of the Long Hill Township Public Library was called to order at 7:33 PM on October 21, 2009 by President Clemson. Ms. Clemson read the Sunshine Law statements.

The following Trustees were present:

Phyllis Clemson
Diane Dellureficio
Michael Fragnito (Mayor's Representative)
Kathy Larkin
Ann Oster
Stephen Napholtz
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

Mr. Sandow described recently signed NJ General Assembly Bill A2784, which requires that members of local governing bodies, Boards and Commissions who are absent, can only be "excused" by a majority vote of the members of the board. Mr. Sandow noted that Ms. Casella was recently hospitalized, and moved that Ms. Casella be recorded as "Excused". Seconded by Ms. Oster. Approved unanimously.

Excused
Ingrid Casella

The Secretary introduced the **minutes** of the September 16, 2009 meeting.

Ms. Clemson read a number of corrections that she proposed. There was some discussion and her comments were accepted. Ms. Petrilli requested that Mr. Sandow send minutes to the other officers two weeks prior to when the board packet is sent out, so they may look over the minutes, fix typos and propose corrections before the minutes are sent to the entire board. This would allow the board as a whole to spend their time more productively at the meetings. Mr. Fragnito agreed that this was a good idea. Mr. Sandow said he would try to do this. Mr. Sandow then moved to accept the September 16, 2009 minutes as corrected. Seconded by Ms. Larkin. The amended minutes were approved unanimously.

The Director presented the **Director's October Report** (attached, with addendum). There was incidental discussion of the items in the report.

- The roof repairs from the July 26 wind storm were completed for \$1900. We paid the contractor, and we have now received a \$900 reimbursement from the insurance fund (net of the \$1000 deductible). The insurance settlement will be credited to the building maintenance reserve account.

- The Director requested permission to attend the Public Library Association conference in Portland, Oregon in March, 2010. She volunteered to pay her own transportation and lodging, if the Trustees would authorize the time away, and pay the registration fee of \$330. Ms Dellureficio so moved. Seconded by Ms Oster and approved unanimously.
- Ms. Petrilli thanked the Director for how she handled a situation with a library patron who is a teacher in town.

Ms Oster moved to accept the Director's Report. Seconded by Mr. Napholtz and approved unanimously.

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

The Friends of the Library report that

- They sold some cookbooks and puzzles at the Street Fair.
- They are planning a Spring Movie Fest
- They will be selling hats at the circulation desk in November and December, crafted by the knitters.

Ms. Clemson reported on the "shelf reading" on October 16, and thanked the Trustees who assisted the Director at the Library's table at the Stirling Street Fair.

Committee Reports

Building and Grounds - The Director's Report discusses the town's proposal to replace the shared voice-mail system in 2010.

By-Laws Revision - Completed. The second reading and approval is on this agenda under Old Business.

Director's Evaluation - Eight evaluation forms have been returned.

Finance -

- The decision to retain or switch auditors is still under consideration. The Trustees will approve any change after a recommendation has been prepared.
- We now have GUPTA certificates from all our banks.
- The CDs will be rolled over this month, as approved by the Trustees in September. The Finance Committee will try to stagger the expiration dates.
- Other libraries are still being surveyed for information about fund-raising and endowments.
- The Finance Committee is working on the 2010 operating budget.

Mr. Sandow then introduced a preliminary spreadsheet for thinking about the Library's finances in the 2010 budget. The Director said she has been considering ways to reduce this shortfall in the budget that she will propose to the Board of Trustees in January.

Old Business

Update of the fee schedule attachment to the Administrative Policy Manual. This was introduced and approved on first reading in September. Ms. Clemson moved for approval on second reading. Seconded by Mr. Napholtz and approved without objection.

By-Laws revisions. This total revision was introduced and approved on first reading in September. Mr. Fragnito moved for approval on second reading. Seconded by Ms Petrilli and approved unanimously.

Administrative Policy Manual (new section on committees) This revision was introduced and approved on first reading in September. Ms. Oster moved for approval on second reading. Seconded by Mr. Napholtz and approved unanimously.

New Business

Ms. Martin opened a discussion about the questionnaire from the Morris County Office of Library Information Services (OLIS) that was briefly mentioned in September. The letter and questionnaire finally arrived last week, and is due back November 13. The form asks that we opt in or out of certain OLIS-provided services for calendar year 2010.

The nature of the questions and her informal discussions indicate that some of the OLIS services are offered on an all-or-nothing basis. Specifically, OLIS would merge the two separate LANs in the Library, and manage all the components to their standards. The Director pointed out that the (free) Comcast internet service is available (only) on public terminals, and these terminals are configured to suit the public's convenience. Our wireless service is also on the Comcast service. The library's catalog services operate separately on staff terminals over the M.A.I.N. network.

The Director stated that she prefers this arrangement, and would prefer not to have OLIS involve itself in the Comcast services or terminals. She proposes to write a friendly letter to the county Director of Information Services outlining this preference, and requesting more flexibility in the definition of the services offered. This correspondence and her formal submission of the reply, will take place before the next Trustees meeting.

After some discussion, Mr. Fragnito moved to endorse the Director's plan. Seconded by Mr. Napholtz, and approved unanimously.

The Administrative Policy Committee proposed revisions to the Administrative Policy Manual to add a clarifying paragraph to section 2.000, add a new section 2.800 titled "Board of Trustees Assignment of Duties and Responsibilities" and a new subsection 2.840 "Duties of the Secretary". This is the culmination of a request by President Clemson in May, a draft submitted by Mr. Sandow in July, and the subsequent review and editing by the committee.

There was some discussion about corporate duties not assigned to either the Director (in the Job Description approved in September) or to the Secretary (in this revision.) This was taken under advisement by the Trustees. Mr. Sandow moved for approval of these revisions on first reading. Seconded by Mr. Napholtz and approved unanimously. These revisions will be scheduled for final approval on second reading in November.

Treasurers Report

Ms. Larkin introduced the Bill List, YTD Disbursements report, Librarian's Discretionary & Petty Cash, and the YTD Receipts report. These were discussed. All the financial reports were approved in a single motion by Mr. Napholtz, seconded by Ms Oster 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. Napholtz, seconded by Ms. Larkin, and approved unanimously, the regular meeting adjourned at 9:17 PM.

Dennis Sandow
Secretary