

Minutes of the Long Hill Township Public Library
Board of Trustees Meeting
September 16, 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 September 16, 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 7:41 PM)
Ann Oster
Stephen Napholtz
Angela Petrilli (Superintendent of Schools' Representative)
Dennis Sandow

The Secretary introduced the **minutes** of the August 19, 2009 meeting.

Ms. Clemson read a number of corrections that she proposed. There was some discussion and most of her comments were accepted. Mr. Sandow moved to accept the August 19, 2009 minutes as corrected. Seconded by Mr. Napholtz. The amended minutes were approved unanimously.

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

- The Library received a \$1500 check from MUF. Coincidentally, that is the amount of our annual membership fee. The check is intended to support the development of our MUF-supported specialty collections (Autism, Parenting, Gardening).
- The roof repairs from the July 26 wind storm were completed for \$1900. This expenditure was pre-approved at the August meeting.
- The OLIS questionnaire concerning county services was due back to Morris County on September 15. We have not received it yet, and the Director has advised MAIN and OLIS that we can not return it until it has been received and the response is approved by the Trustees.
- The Fall Programs bulletin is available on the counter, and was circulated to Trustees.
- The Director circulated a sign-up schedule for Trustee participation at the Library booths at Community Day and the Street Fair.
- The Director proposed that the Trustees again support the staff Holiday Party at an estimated cost of \$300. There were no objections.

Mr. Napholtz moved to accept the Director's Report. Seconded by Ms. Petrilli. Approved unanimously.

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

The Friends of the Library report that they will sponsor face-painting at the Library table at the Street Fair.

The town has indicated that they will add the Trustees Meetings to the 2010 official town calendar. They need a schedule soon. President Clemson advised that this is unofficial at this time. The schedule of meetings for 2010 will be formally adopted by the Trustees at the January, 2010 reorganization meeting. Two deviations from the normal third Wednesday schedule were discussed:

- September 15. The town has moved its September 8 meeting to September 15, due to conflict with a religious holiday. The Library could move to September 8 or September 22 to avoid conflict.
- The Town always shifts its December meetings to the first and third Wednesdays, and since 2008, the Library has shifted to the second Wednesday, to avoid conflict.

Mr. Fragnito moved to advise the town that we will meet on the third Wednesday each month (including September) and except in December, when we will meet on December 8, 2010. Seconded by Mr. Napholtz. Approved unanimously. Ms. Clemson will advise the town.

Mrs. Clemson thanked Mr. Fragnito for keeping an eye on things at the Library on the rescheduled Community Day.

Committee Reports

Building and Grounds - The roof and doors have been repaired.

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

Director's Evaluation - Completed. Ms. Dellureficio circulated the evaluation forms, to be returned by October 7.

Finance -

- The Treasurer has asked the Township Administrator for a copy of the engagement contract with the town's auditor. She is talking to other town library Treasurers about the audit. Many are disappointed with the results, since there are no standards for library accounting, and the auditors tend to try to fit the audit to other standards. Also, other libraries have paid less for their audit. The Library Administrative Policy states that we will use the town's auditor, unless the Trustees vote to select another. Ongoing.
- CDs at PNC and Investors are due for renewal in November. The Finance Committee recommends rolling them over at the same banks at the best rates available. Ms. Larkin moved that the Finance Committee negotiate the most favorable rates and terms and execute the rollovers. Seconded by Ms. Casella. Approved unanimously.
- The Finance Committee will begin a review of the current Finance section of the Administrative Policy Manual.

- The Finance Committee will formalize a timeline for budget preparation.
- Other libraries are being surveyed for information about fund-raising and endowments. Discussion and proposals deferred to 2010.

Old Business

Secretary's Duties. Deferred pending further committee discussion.

By-Laws revisions. Minor changes and corrections from the draft circulated in August. Ms. Larkin moved to amend the By-Laws and approve on first reading. Seconded by Mr. Napholtz. Approved unanimously. Second reading and final approval scheduled for October 21, 2009.

Administrative Policy Manual (new section on committees, and minor renumbering.) Minor changes and corrections from the draft circulated in August. Mr. Sandow moved to amend the Policy Manual and approve on first reading. Seconded by Ms. Oster. Approved unanimously. Second reading and final approval scheduled for October 21, 2009.

New Business

Director Martin proposed a minor update to the fee schedule, which is an attachment to the Administrative Policy Manual. General discussion. No changes from her proposal. Moved by Ms. Larkin to approve on first reading. Seconded by Mr. Sandow. Approved unanimously. Second reading and final approval scheduled for October 21, 2009.

President Clemson invited the Trustees to propose ideas for a Fifth Anniversary Celebration of the opening of the Library building, in April 2010.

Treasurer's Report

Ms. Larkin introduced the Bill List, YTD Disbursements report, Librarian's Discretionary & Petty Cash, and the YTD Receipts report. These were discussed. Mr. Sandow suggested that the annual revenue tracking form be adjusted to reflect the anticipated draw-down from surplus, so that the annual budget totals for revenue and expense match. Ms. Larkin agree to attempt to add that entry to the reports. All the financial reports were approved in a single motion by Ms. Larkin, seconded by Mr. Napholtz 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. Casella, and approved unanimously, the regular meeting adjourned at 8:44 PM.

Dennis Sandow
Secretary