

Long Hill Township Public Library
Minutes – Board of Trustees
September 17, 2008
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 7:31 p.m. The following members were present: Ann Oster, Brian Boylan, Phyllis Clemson, Stephen Napholtz, Kim Sadowski, and Dennis Sandow. Absent were Diane Dellureficio, Kathleen Larkin, and Phoebe Sharp. Library Director Mary Martin was present.

Sunshine Law

The provisions of the Sunshine Law were taken as read.

Minutes

The minutes for the regular meeting for August 20, 2008 were read, and were accepted on a motion by S. Napholtz, seconded by A. Oster. All voted in favor of accepting the minutes.

Director's Report

(See attached Director's Report)

Additional comments include:

- Director Martin spoke about a seminar on New Jersey library laws hosted by Riverdale Public Library on November 10th, and requested board participation. Potential attendees include A. Oster, P. Clemson and D. Sandow.

Motion to receive the Director's Report by A. Oster, seconded by D. Sandow. The Director's Report was accepted unanimously.

President's Report

- K. Sadowski will finish her term in December of 2008, and B. Boylan will resign from the Board in December 2008. President Clemson asked the Board give her suggestion of potential replacements.

Committee Reports:

Administrative Policy Review

- Making presentation tonight of first draft of the Finance Manual Update. Ask that the board members review it, make comments, and be prepared to have a first reading next month.

Buildings and Grounds

- Now that we have new automatic outside doors – the handicap buttons are no longer needed. Although they are redundant – it is costly to have them

removed. It was suggested to put a smiley face sticker or something similar on the buttons and just let them stay.

Finance Committee

- .See Treasurer's Report

Personnel Committee

- Will review personnel manual suggestions under new business.

Planning Committee

- No updates at this time.

Old Business

- Second Reading: Personnel Manual, sections pertaining to employee classifications and time off.
Moved to accept by D. Sandow, seconded by S. Napholtz. Passed unanimously.
- Second Reading: amendment to Administrative Policy Manual, 2.000, Board of Trustees. Moved to accept by D. Sandow, seconded by A. Oster. Passed unanimously.
- Second Reading: amendment to Administrative Policy Manual, 2.500 Meeting Room Policy. Moved to accept by D. Sandow, seconded by A. Oster. Passed unanimously.

New Business

- First reading of revised and updated Long Hill Township Library Personnel Policy Manual. Discussion of contents – all agreed it was extremely comprehensive and well-written. A few minor changes were suggested and noted by the committee. Motion to accept on first reading by A. Oster, seconded by S. Napholtz. Passed unanimously.

Treasurer's Report

- Discussion as to whether to move money out of Investor's CD – President Clemson will look into it.
- Motion made to roll over Investor's CD upon maturation on October 8, 2008.
Moved by K. Sadowski, seconded by S. Napholtz. Passed unanimously.
- Bill List
Moved by D. Sandow, seconded by S. Napholtz. Passed unanimously.
- Librarian's discretionary and petty cash.
Moved by B. Boylan, seconded by D. Sandow. Passed unanimously.

- Receipts, year to date.
Moved by S. Napholtz, seconded by D. Sandow. Passed unanimously.
- Disbursements, year to date.
Moved by A. Oster, seconded by S. Napholtz. Passed unanimously.

Public Portion

Adjournment

President Clemson moved to adjourn public meeting to executive session at 9:00 p.m., not to return to public portion. Seconded by S. Napholtz.

Respectfully submitted,

Kim Sadowski
Secretary