

**BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
MINUTES – REGULAR MEETING**

**March 28, 2018**

**Attendance**

Mr. Werner Baumgartner, President, called the meeting to order at 9:00 A.M. Board members present were Mrs. Angela Ahbez-Anderson, Mr. Werner Baumgartner, Mr. Frank D'Alessandro, Ms. Kerrin Martin, Ms. Diane Shelton, Mrs. Jennifer Souder, Mrs. Anita Weiner, Kathleen Melgar, Supervising Library Assistant and Assistant to the Director, and Library Director Robert Stewart.

**Notice**

Mr. Baumgartner announced that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq, notice of the meeting was given in the Annual Notice issued January 1, 2018.

**Minutes**

Motion by Ms. Shelton, seconded by Mrs. Ahbez-Anderson, that the minutes of the meeting of February 28, 2018 be approved as distributed with a correction noting that Mrs. Weiner's comments concerning the detail of reporting of grant expenditures and balances were omitted. Carried, all voting yes.

**Treasurer's Report**

Motion by Mrs. Ahbez-Anderson, seconded by Mrs. Weiner, that the treasurer's report for January 2018 be approved as distributed. Carried, all voting yes.

**Old Business**

**Asbury Park African American Music Heritage Project (APAAMHP)**

Mrs. Souder gave a brief report of grant activities and noted that besides individual oral histories they are planning group interviews.

### **Waterworks Monument Installation**

Mr. Baumgartner reported that he has met with metal workers at two local companies to discuss the fabrication of metal clamps of the type he described at the February meeting.

### **Strategic Plan**

Ms. Torsney, who was not in attendance at the meeting, had sent in a two page report entitled Asbury Park Library Survey Report for distribution to trustees at the meeting. It summarized the responses people gave to the questions in the survey and quantified, where possible, the different answers people offered.

### **Awning**

The new awning over the children's room has been installed by Monmouth & Ocean Awning Co., 508 Main Street, Asbury Park, at a cost of \$580.00. It replaces the very old awning that was damaged beyond repair by several recent snowstorms.

### **New Jersey Public Library 2017 Annual Statistical Report**

The director noted that this report has three parts: (1) Application for State Library Aid; (2) Annual Data Collection; and (3) Accuracy Certification. The Application for State Aid was sent to trustees before the meeting. It is a two-page document that reports the previous year's total municipal expenditures in support of the library and also the year-end balance in the library's State Aid account. The second page reports 2017 fringe benefits for library employees. The Chief Financial Officer has to certify and sign both pages whereas the board treasurer and library director certify and sign page two only. This document is the city's formal application for Per Capita State Library Aid for 2018 and was sent to the New Jersey State Library March 12, 2018. The Annual Data Collection is the 18-page document described at the February meeting and distributed at this meeting. The deadline for electronic filing of this report is March 30, 2018. The usual deadline for filing is March 15 but because of delays due to the weather, storm damage, and power outages that affected many libraries the State Library extended the deadline. Trustees were asked to review the report and call if they

have questions; and if errors are discovered it is possible to have corrections made. The two-page Accuracy Certification was also distributed at this meeting and consists of a document that the president of the board and the library director have to sign certifying to the accuracy of the report and confirming that the library is in conformance with all applicable laws and regulations. Appended to the document is a required photocopy of the library director's New Jersey professional librarian's certificate.

### **Community Development Block Grant (CDBG)**

Ms. Melgar reported on her investigation of funding sources for building projects and repairs. While attending the N.J. State Library new directors' workshop on February 28, 2018 she had a chance to talk with Ms. Tina Keresztury, a retired employee who managed the previous library bond issue, and who was brought back as a part-time consultant to handle the N.J. Library Construction Bond Act that was approved by the voters at the last election. A two-page informational flyer about the bond act was among the additional materials given to trustees at the meeting. Referring to the document Ms. Melgar said that Ms. Keresztury confirmed that the two projects we are interested in, namely a backup generator and roof repairs were definitely not eligible for funding from the bond issue.

Ms. Melgar and the director met with Cassandra Dickerson, director of the CDBG program, to discuss the eligibility of the two projects for funding from this source. They obtained a copy of the CDBG 2018 Action Plan which was sent to trustees before the meeting. Both projects would be eligible for CDBG funding. Ms. Dickerson will be taking applications for 2019 funding in August and will keep the library informed as to when application packages are available.

### **New Business**

#### **Document Copier / Scanner Lease Proposal**

An equipment lease recommendation and description was sent to trustees before the meeting which will provide patron self-service photocopying services. The company that provided this service previously has discontinued the free photocopying arrangements that the library used for a number of years.

After checking with other libraries and reviewing available options library staff recommend the proposal from Document Solutions in Kenilworth, New Jersey. Motion by Mrs. Ahbez-Anderson, seconded by Mrs. Souder, that the library enter into a 60-month lease at \$129.01 per month for a Konica Minolta Bizhub 287 scanner/copier to provide coin operated self-serve photocopying for library patrons. Carried, all voting yes.

### **Special Incident Report – Rodent Problem**

The director reported that for a two weeks at the end of February the library experienced an invasion of mice that suddenly appeared in great numbers in a number of areas of the library including the public adult and children's areas. There seemed to be no explanation for the phenomenon which the director said he has never been seen before. The local hardware store reported that other property owners had experienced similar problems with mice at about the same time. Mr. Stewart showed samples of the traps that were found to be most effective, that is glue boards 8 ½ X 5 ¼ inches in size to which the animals become stuck, unable to escape and eventually die. At least 80 mice were trapped with this device which enables one to fold the board over and crush the mouse, effecting a speedier demise than slowly dying from thirst and starvation. By the first week of March the problem ended as quickly as it appeared with no further sightings since.

### **Staff Outreach, Meetings, Incident and Maintenance Reports**

[1] Summer Reading Club planning workshop March 26, 2018. Kathleen Melgar attended representing the library to get information for both the children's and adult reading clubs; [2] Library closings due to snowstorms occurred on March 20, 21, and 22, 2018; [3] Kathleen Melgar and the director attended a Chamber of Commerce program held at the Asbury Festhalle & Biergarten on 3/14/2018 about sexual assault and harassment; [4] Library experienced heating system boiler problems on March 13 and 26, 2018 and Alarm system problems on March 25, 2018; [5] Police were called at about 3:00 PM on March 15, 2018 to assist in removing an inebriated and unconscious man lying in the vestibule blocking the library entrance who was unresponsive to library staff efforts to move him.

### **Adjournment**

Motion by Mrs. Souder, seconded by Mr. D'Alessandro, that the meeting be adjourned at 11:00 A.M. Carried, all voting yes.

Minutes of this meeting were prepared by Robert W. Stewart, Secretary to the Board, with the assistance of Kathleen Melgar, Supervising Library Assistant, and Assistant to the Director.

Respectfully submitted,

Frank D'Alessandro  
Board Secretary