

**ASBURY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

January 27th 2022

MINUTES

Call to order at 5:13pm

Attendees:

Board Members: Diane Shelton, Angela Ahbez-Anderson, Kerri Martin, Jan Sparrow, Jen Souder, Werner Baumgartner, Anita Weiner

Staff: Kathleen Melgar

Attorney's Office: Richard Shaklee

Tabled Election of Board Secretary: The Board voted to re-elect Kerri Martin as Board Secretary. All in favor: Yes. Werner: Abstain.

Motion to open Public Participation at 5:18pm. 1st: Kerri. 2nd: Angela All in favor.

Motion to close Public Participation at 5:19pm. 1st: Angela. 2nd Jen Souder All in favor.

New Business:

- A. *Motion to approve Resolution #1-2022 – Awarding of Contract for Legal Services 1st: Angela. 2nd: Werner All: Yes. Kerri: Abstain.*
- B. **Auditor's Report:** Reviewed by board. Under Observations, Kathleen confirmed that the CDBG funds have been spent and the work has been completed. The recommendations made by the audit will be followed by Kathleen going forward. Kathleen said that a report will be made to make a correction plan and send to the auditors.

Motion to approve minutes from November 24, 2021. 1st: Jen. 2nd: Angela. All: Yes. Werner: Abstain.

Motion to approve minutes from November 24, 2021 with corrections: 1ST: Jan. 2ND: Werner. All: Yes.

Treasurer's Report & Bills

Jen said we will start with the Bills List. We have one to approve today. At the December meeting, the board reviewed the list, but we failed to vote. It was an error not completing the vote. The checks went out. Those checks were not officially pre-approved. Shaklee stated that he has not received checks for November or December. Kathleen put them out in the regular mail. She also received the same news from DemCo. All the other vendors were paid. Kathleen will call the bank to cancel these checks and will re-issue new ones. Jen also wanted to review the bill list that was sent out for this meeting. Jen shared it on her screen.

Motion to approve the January 27, 2022 bill list. 1st: Angela. 2nd: Anita. All in favor: Yes

The 2nd item is the P&L report. Kathleen said we have made money because we are open for services. Werner clarified that Municipal is our mandated 1/3 mil money. It is the highest he has seen in his time on the board. At the November meeting, we approved the 2022 budget, so it is now considered the final version. Werner asked where is the line item for the Retirement Leave Payout. Kathleen said it is under Salaries and Wages. Werner would like to see it as a separate line item. Jen said that the problem is that we have already adopted the budget. Mr. Shaklee said that we should not go into the amount at a public meeting. Werner wants to know the number. Angela said we should follow the advice of our attorney and we should not discuss it in public. Angela said that it is in the November minutes.

Committee Chair Reports:

- A. Buildings & Grounds:** Nothing to report.
- B. Personnel:** Jan had a conversation with Kathleen that we follow recommendations from State Library. Kathleen has a report for us. Kathleen asked what the board's expectations are of her.
- C. Policy and Governance:** Kerri reported that a Draft of the Collection Development policy is available for the board to review. Jen Souder would like to see some text added to the section about Local History. We need to define what is meant by Local History.
- D. Strategic Plan:** Jan will send the committee a few questions.

Library Director's Report:

Events and Outreach COVID-19 and Library Services: As a result of the rising COVID cases and staff shortages, after consulting with Board President, Kathleen made the decision to revert back to curbside services on January 5, 2022. The decision made was in line with other Shore libraries (Red Bank, Long Branch, Neptune) and the following curbside services were offered; printing services, copies, book pickup/dropoff. Operating hours were also modified to 9:00 am – 5:00 pm Monday - Friday, and 10:00 am – 3:00 pm on Saturdays. The plan is to open the building in February but still are working out how to best serve the public and keep staff safe. One proposal would be to set up appointments for computer use and book browsing or limit access to certain areas.

AARP Free Tax Aid: Proposed starting date is February 10, 2022 (Thursdays and Saturdays). The staff has been working closely with a AARP coordinator to host their tax preparer volunteers. The library will have promotional material soon once we have finalized how the appointments will be made and how the Bradley Room can be used.

Children Programming Story and Crafts and Adult Reading Program on the calendar for the winter.

First Quarter Goals and Objectives Strategic Priorities: Cleaning and re-envision workspaces and public spaces. Strengthen teamwork and improve staff morale. Assess library services and collections. Schedule a Re-Opening Event.

Library Construction Bond – Second Round: On January 6, 2022, Governor Phil Murphy announced the second round of funding for the Library Construction Bond Act (LCBA), which allocates \$37 million in grants. The bond program will provide funding for projects such as ADA accessibility, major building renovations, and new construction projects. Kathleen will meet with Werner about this to address the issues the building has.

Fire Abatement and Fines: Insp. Tawheshia ‘Tee’ Gates agrees that the \$20,500 penalty that is currently in place could be a financial burden. She has offered a 10% settlement, in the amount of \$2,050, payable in two separate payments of \$1,025 each. Kathleen has it marked for “Municipal.”

Motion to pay \$2050 for the fines that we owe to the Fire Department: 1st: Angela 2nd: Werner All in favor: Yes.

Richard Shaklee will draw up a contract to formalize the payment and to keep our records straight. Kathleen wants to set up a time with Jen Souder to sign the checks together to update the authorized signatures at the bank.

Old Business:

- A. CDBG – Air Conditioning Replacement Project:** Kathleen said we need to get approval for the electrical issues. She pulled out a proposal from Mike Chambers for \$3500. A copy of the report went to the electrician. She does not have a copy to put on the screen. The inspector was concerned about all the exposed exterior wires. Werner is concerned about the installation of one KO seal. He is concerned that a simple job is written as 1 line item. Shaklee said that we need to get more than one quote. Werner wants to take the notes from the inspector and create a plain-English summary as to what has to be done.
- B. Book Ordering Moratorium:** Kathleen has a request to lift this moratorium. She is going to break out the collection budget to break it into quarters. There are a lot of classics that were in very bad condition, so she wants to start ordering replacements. Werner is concerned about classics and what libraries should have. Are they going to be used? Kathleen said they are in the process of assessing the collection.

Motion to lift the book ordering moratorium. 1st: Werner 2nd: Jen Souder. All in favor: Yes.

Kathleen will get quotes for 3 disposal companies.

New Business:

Diane mentioned that the locks have been changed. The city came to look at our swipes on 2 of our doors.

Special Report: Board of Trustees Retreat: Angela said it is on hold because of COVID.

Items from Individual Board Members:

Jan: Asked about having a book drop. Kathleen said that we are looking into it. They range from 4K-5K. She can have quotes for the next meeting.

Motion to adjourn at 7:04pm. 1st: Angela. 2nd Werner. All in favor.