

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

January 30, 2019

Attendance

Mr. Werner Baumgartner, President, called the meeting to order at 9:00 A.M. Board members present were Ms. Angela Ahbez-Anderson, Mr. Werner Baumgartner, Mr. Frank D’Alessandro, Ms. Janice Kroposky, Ms. Kerrin Martin, Ms. Diane Shelton, Mrs. Jennifer Souder, Mrs. Anita Weiner, Kathleen Melgar, Assistant Library 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, 2019.

SPECIAL AGENDA ITEM – OATH OF OFFICE

Kathleen Melgar, Assistant Library Director, and a N. J. Notary Public, conducted the swearing in to office of: (1) Ms. Janice Kroposky, newly appointed to be the representative of the Superintendent of Schools, (2) Ms. Angela Ahbez-Anderson, reconfirmed as the representative of the Mayor, (3) Mr. Werner Baumgartner, appointed by the mayor to fill an unexpired term ending December 31, 2021, created by the resignation of Mrs. Dolly Sternesky, (4) Ms. Diane Shelton, reappointed by Mayor John Moor, to a five-year term ending December 31, 2023, and (5) Mrs. Anita Weiner, reappointed by the Mayor to a five-year term ending December 31, 2023.

Ms. Melgar administered the oath of office to the persons named above by having them raise their right hand and repeat after her the following:

I [name] do solemnly swear that I will faithfully, impartially, and justly perform all the duties of the office of trustee of the Asbury Park Public Library to the best of my ability, and that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State under the authority of the people; so help me God.

SPECIAL AGENDA ITEM – ELECTION OF OFFICERS

The election of officers of the board of trustees for 2019 proceeded as follows: Motion by Ms. Ahbez-Anderson, seconded by Mrs. Souder, that Werner Baumgartner be elected president; Motion by Mrs. Weiner, seconded by Ms. Shelton, that Jennifer Souder be elected treasurer; Motion by Mrs. Weiner, seconded by Ms. Ahbez-Anderson, that Kerrin Martin be elected secretary. Motion by Mr. D'Alessandro, seconded by Ms. Shelton, that the officers be elected by acclamation. Carried, all voting yes.

Minutes

Motion by Mrs. Weiner, seconded by Ms. Ahbez-Anderson, that the minutes of the meeting of November 28, 2018 be approved as distributed. Carried, all voting yes.

Treasurer's Report

Motion by Ms. Ahbez-Anderson, seconded by Ms. Shelton, that the treasurer's reports for November 2018 and December 2018 be approved as distributed. Carried, all voting yes.

Old Business

Buildings and Grounds Committee

Motion by Mr. D'Alessandro, seconded by Ms. Ahbez-Anderson that the library file two FCC Forms 470 requesting funding from the Schools and Libraries Program of the Universal Service Administrative Company, the so-called E-Rate program, for rewiring the library's computer network with Category 6 cabling to replace existing obsolete Category 5 cabling, to purchase a 48-port switch, and other equipment and to install a fiber optic cable connection from the library to the firehouse to tie the library into the city's network. Carried, all voting yes.

The director explained that one Form 470 was a Category 1 request for network circuits for which the library will receive 90% of the cost from e-rate and the other is a Category 2 request for which the support is less at 80%.

Asbury Park African American Music Heritage Project – Report

Trustee Jennifer Souder noted that the final report for the project was filed by the December 31, 2018 deadline and accepted by the Commission. Two flyers were sent to trustees describing a new 501(c)3 organization AP-AMP Inc. which was created as an offspring of the project. She noted that she decided not to apply for a follow-up project grant from the N.J. Historical Commission but rather will recommend applying for a smaller grant from the Monmouth County Historical Commission re-grant program later in the year. Finally she said that the new entity, AP-AMP Inc., has applied to the National Trust for Historic Preservation for funding to do a feasibility study of acquiring and preserving the Turf Club as an historic music performance venue.

Strategic Plan Committee

Copies of the 19-page **Asbury Park Library Strategic Plan 2019-2021** were mailed to board members to read and review before the meeting. It was submitted by the committee for adoption by the board. Mrs. Weiner said that the committee hoped it could be adopted without delay so that the board could begin working to achieve the goals contained therein. The president asked for comments on the plan and thoughts on how to proceed.

The director said he has serious reservations about the board adopting the plan as presented because problems and deficiencies he commented on previously remain. He said his main concerns are: (1) The plan relies solely on a seriously flawed survey most of which was done online open to anyone anywhere with internet access. Strategic plans are supposed to deal solely with the residents of a community, assessing their needs, soliciting their ideas and opinions; this is why every strategic plan also uses focus groups, leadership interviews, community and interest group forums and other tools using face-to-face communication, none of which were employed here. (2) The deficiencies just described resulted in an almost total neglect of the African American and Hispanic populations of the city, which together are a majority of the residents. These groups have expressed their concerns many times in the past about a lack of library service in their neighborhoods. (3) Library staff members were provided with a first draft of the plan and asked for their comments. The staff responses, which came from every employee, were submitted to the committee in a four-page document containing thirty-six specific comments, questions, and

observations. It appears that none of the comments of the staff were incorporated in the final plan and none of the questions raised about things in the plan were answered or explained to staff. (4) He said he and other staff have seen and read strategic plans from many libraries and that the plan presented here lacks many features found in most plans and is negatively atypical in a number of other respects.

Mr. D'Alessandro said he had questions about the inclusion of five pages of statistical data comparing the library with other libraries in New Jersey and nationally and noted that many of the comparisons seemed to suffer from an "apples to oranges" problem. Several other board members joined him in his concern about this matter. Ms. Melgar added that the statistical addendum was included only in the final report and was not provided for staff review; and that staff did have many questions about the comparisons being made with some expressing the opinion that they were selected to make the library look bad.

The president summarized the discussion by observing that a majority of the board were not prepared to approve the plan in its present form, but also did not want to discard it, but believed that it needed to be modified and other board members needed to contribute to the document, and the question was how to accomplish this. Ms. Melgar and Ms. Martin suggested using Google Docs for this purpose. Ms. Melgar explained that the plan, in a word document format, would be posted in Google Docs with Ms. Torsney, as committee chair, being the "owner" of the document would control who would be given access to the document, presumably, in this case, only other board members who could then collaboratively work on the document. Mr. Baumgartner said that since most of the board seemed to think this suggestion had merit he asked the strategic plan committee to proceed with the use of Google Docs.

New Business

Hoopla/Midwest Tape

Motion by Ms. Shelton, seconded by Mrs. Souder, and carried, all voting yes, to approve a \$10,000.00 invoice to replenish the deposit account at Midwest Tape Co. Hoopla is the service used to provide online audiovisual content to library patrons. The balance in the library's account is drawn down as customers.

download audio books, films, music etc. and has to be replenished periodically. The service is increasing popular and used by many customers

Personnel – Kathleen Melgar

The director reported that as of December 31, 2018 Ms. Melgar completed work for the Master of Information degree in the Library and Information Science curriculum at the Rutgers Graduate School of Communication and Information. Her final transcript of grades and credits earned and the notice of graduation were sent in the board mailing. The transcript shows completion of 36 credits of course work with a grade point average of 3.833 out of a possible 4.0. The actual diploma will be forthcoming in a month or two and copies will be sent to board members.

New Jersey Library Trustee Association Membership for 2019

Mr. Stewart noted that all trustees are currently members of NJLTA and memberships are up for renewal. He asked if anyone did not want to continue their membership for the coming year. The cost to the library is \$20.00 per trustee per year. The president said that it appears everyone considers it a worthwhile activity so we should renew all trustees and add Ms. Kroposky, the new representative of the Superintendent of Schools.

2019 Standard Mileage Rates / IRS Notice 2019-02

This four-page notice was mailed to trustees prior to the meeting. It sets forth various mileage rates allowed by the IRS and is issued annually at the end of the year for use in the coming year. The library pegs mileage reimbursement for employee use of personal vehicles for library business, since the library has no city vehicles or access to any, to the IRS “business standard mileage rate”. The board agreed to continue to follow IRS guidelines for 2019.

Dr. Seuss Birthday Recreational Reading Program

Motion by Ms. Ahbez-Anderson, seconded by Mrs. Souder that the request by Esther Piekarski, Director/Owner of Alphabets Preschool Center and a member of the Asbury Park Recreation Committee, to present a program in the

library's Bradley Room on Saturday March 2, 2018 from 3:00 – 4:00 PM be approved. Carried, all voting yes. The fee for the performer, Cheryl Scoles Storytime, is being covered by the Recreation Committee. The program has been scheduled after the library closes due to the use of the same room by the AARP Tax Assistance Program from 10:00 AM to 3:00 PM on Saturdays during the tax season.

Activity and Incident Reports and Miscellaneous Notices

[1] The Friends of the Library held a Holiday Open House at the library on Saturday December 1, 2018 from 10:00 AM to 2:00 PM, which also was the first Saturday on the new 10:00 AM to 3:00 PM schedule. The event was very well attended. [2] Trustee Dolly Sternesky made a presentation about the library board of trustees at the City Committee Information Session on November 29, 2018 at the Senior Center. The director also attended and reported that the session had a large attendance. [3] The director attended a Diversity Meeting at the Second Baptist Church on December 11, 2018; Trustees Ahbez-Anderson and Souder were also in attendance. The purpose of the meeting was to review the makeup of city boards, commissions, agencies and committees and also to discuss issues related to Waterfront Development. [4] The library received a certificate from the National Library of Medicine confirming membership in the National Network of Libraries of Medicine. Membership provides various educational opportunities, access to health information and medical reference sources and is free.

Public Participation

Board president Werner Baumgartner thanked Asbury Park resident, John Grant, for his comments about the proposed strategic plan.

Adjournment

Motion by Ms. Shelton, seconded by Mrs. Souder, that the meeting be adjourned at 10:55 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, Assistant Library Director.

Respectfully submitted,

Kerrin Martin
Board Secretary