

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

February 27, 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. Kerrin Martin, Ms. Janet Torsney, 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.

Minutes

Motion by Mr. D'Alessandro, seconded by Ms. Ahbez-Anderson, that the minutes of the meeting of January 30, 2019 be approved as distributed with the addition of a statement by Mrs. Weiner, namely: "Mrs. Weiner, a member of the Strategic Plan Committee, said that the Committee recognized the contributions of the director and library staff and are building on them and incorporating the positive aspects of them in the Strategic Plan as the Committee moves forward." Carried, all voting yes.

Treasurer's Report

Motion by Ms. Torsney, seconded by Mrs. Weiner, that the treasurer's report for January 2019 be approved as distributed. Carried, all voting yes.

Old Business

Buildings and Grounds Committee

Motion by Ms. Torsney, seconded by Mr. D'Alessandro, that the library file an FCC Form 471 with the USAC Schools & Libraries Program ("e-rate")

designating Millenium Communications Group as the vendor to provide the services requested in FCC Form 470 #190016172 **[Fiber Optic Cable from Library to Firehouse]** and requesting \$16,624.75 to fund such work. Carried, all voting yes.

Motion by Mr. D'Alessandro, seconded by Ms. Ahbez-Anderson that the library file an FCC Form 470 #190025220 requesting funding from the Schools and Libraries Program of the Universal Service Administrative Company, the so-called E-Rate program, for a 1,000 Mbps circuit to connect the library to the JerseyConnect network at the N.J. State Library **[Connection to Internet Provider]** . Carried, all voting yes.

The director explained that this request is necessary to maintain internet service from the JerseyConnect network on a month to month basis until the library is connected to the city's network and starts receiving internet service from the city's provider. The library has been receiving service from Verizon pursuant to a 3-year contract negotiated by JerseyConnect which ends June 30, 2019. JerseyConnect is offering a new 3-year contract starting July 1, 2019 with much lower monthly costs which the library is unable to take advantage of because we expect to switch over to the city's network by the end of 2019 and the penalty for withdrawing from a 3-year contract would be too great to bear to get a few months service even at a much reduced monthly charge. The current Verizon contract allows customers to continue receiving service at the present cost on a month to month basis but we have to file the FCC Form #190025220 to effect that arrangement.

Finally Mr. Stewart said that two FCC 471 Forms are being prepared for the final part of the technology upgrade. One 471 is for funding to rewire the building with Category 6 network cabling replacing existing Category 5 cabling; and one is for two pieces of equipment: a 48-port switch and a UPS [uninterruptible power supply] unit.

Friends of the Library

Ms. Martin reported on activities of the Friends including story hours being held, plans for a Grant window talk, a book discussion program, and possible activities for National Library Week. Mr. Baumgartner asked what progress the Friends have made getting organized into a formal organization and non-profit corporation and encouraged them to move toward that goal.

New Business

2018 New Jersey Public Library Statistical Report

The director reported that this annual report to the N.J. State Library is due March 15 and is comprised of three parts. The statistical report is about 19 pages long and asks for information about financial matters, staffing, programs, collections, services, and patron usage for the past year. There is also a three page application for per capita state aid to libraries for the coming year. The Chief Financial Officer of the city certifies on this form as to the amount appropriated in the city budget for the library, the balance in the library's State Aid account, and the amount of any additional funding provided to the library besides the regular budget appropriation. Finally there is an "Accuracy Certification" that has to be signed by the President of the Board of Trustees and the library director stating that the report is accurate and that the library complies with all State Library rules and regulations.

Ideally, the board should have the opportunity to review the report before it is submitted to the State Library but delays in getting all necessary financial data from city hall prevent staff from completing the report in time to allow such review and the report, which is filed online, is almost always filed right at the deadline. Even though the report is filed before board members get copies to review the State Library permits the library to make corrections, additions, and amendments to the report that the board requests at the meeting after they have read the report.

Personnel – Kathleen Melgar

Copies of Ms. Melgar's diploma documenting completion of work and graduation with a Master of Information Degree in the Library and Information Science Curriculum from the Rutgers Graduate School of Communication and Information were sent to the board. Ms. Ahbez-Anderson expressed congratulations on behalf of the Board of Trustees to Ms. Melgar for all her hard work and great accomplishment.

Trustee Resignation

Trustee Janet Torsney announced that, effective March 1, 2019, she is resigning from the Board of Trustees of the Asbury Park Public Library because she is moving out-of-state. Her fellow trustees thanked her for her service and wished her well in her new home.

Labor Union Contract – Final Year of Five Year Contract

Mr. Stewart said he would send copies of the present contract to all trustees and all employees with a request that everyone review it and submit in writing any recommended changes to Assistant Library Director Kathleen Melgar. A deadline will be set for submission of suggested changes which will then be compiled and distributed to everyone for consideration and a procedure for negotiating a new contract will be discussed. He reminded the board that the library, which had never been unionized or part of any union, was forced to form a union and have it certified by the Public Employees Relations Commission when the administrator of the Transitional Aid program in the Department of Community Affairs advised the city manager that library employees should not receive raises because they were not organized for collective bargaining and consequently there was no contractual obligation to give them salary increases. Although recognized by PERC the library's union is atypical in several respects which affects labor negotiations between the board of trustees as the "employer" and the eight full-time staff as "employees".

Activity and Incident Reports and Miscellaneous Notices

[1] On February 4, 2019 at about 1:00 PM staff called police for help with a disorderly adult male who made a loud unprovoked verbal assault and threats against a patron seated at an adjacent computer workstation and when staff attempted to end the disturbance the perpetrator became loud and threatening toward the library employee. The police responded, removed the man, and advised staff that he was known to them and appeared to be “off his meds”. No charges were filed by the library. [2] Kathleen Melgar and Marta Alicia Melgar attended an all day conference at the Monroe Township Public Library on Reader’s Advisory Services on February 6, 2019. [3] The library closed early, at 1:00 PM, on February 20, 2019 because of snow. [4] Charles Trott presented a well-attended Black History Month program on February 26, 2019. [5] The library has been requested to resume participation in the expungement program at St.Stephen AME Zion Church and again provide once a month notary services.

Public Participation

Board president Werner Baumgartner recognized the attendance of two members of the public. Asbury Park resident John Grant reported that he was working to plan a program about President Ulysses Grant and the library’s window commemorating him and will present it to the Friends of the Library.

Adjournment

Motion by Ms. Torsney, seconded by Mrs. Weiner, 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, Assistant Library Director.

Respectfully submitted,

Kerrin Martin
Board Secretary