

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

February 28, 2018

Attendance

Mr. Werner Baumgartner, President, called the meeting to order at 9:00 A.M. Board members present were Mr. Werner Baumgartner, Mr. Frank D'Alessandro, Ms. Kerrin Martin, Ms. Diane Shelton, Mrs. Jennifer Souder, Mrs. Dolly Sternesky, Ms. Janet Torsney, Mrs. Anita Weiner, 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 Mrs. Weiner, seconded by Ms. Torsney, that the minutes of the meeting of January 31, 2018 be approved as distributed. Carried, all voting yes.

Treasurer's Report

Motion by Mr. D'Alessandro, seconded by Mrs. Sternesky, that the treasurer's report for December 2017 be approved as distributed. Carried, all voting yes.

Old Business

Asbury Park African American Music Heritage Project (APAAMHP)

Mrs. Souder reported on several developments related to this project. (1) Five representatives of the library, (Jennifer Souder, trustee, Charles Trott and Melissa Keeling, project staff, and Kathleen Melgar and Robert Stewart, library staff) attended the 38th Marion Thompson Wright Lecture at Rutgers Newark on

February 17, 2018. The lecture series is held annually in observance of Black History Month. During the program the library received the 2018 Giles R. Wright award from the N.J. Historical Commission for an outstanding African American History project. In addition, the acting Secretary of State presented the library with a Certificate of Achievement for the APAAMHP. The project was also recognized by the city at its annual Black History Luncheon held at the Asbury Hotel on February 15, 2018 where three of the project's musician oral history interviewees were featured in a short video and received certificates of achievement and appreciation from the Mayor and Council and the Monmouth County Board of Chosen Freeholders, represented by Freeholder John Curley.

Mrs. Souder also reported that she had submitted before the January 31, 2018 deadline a letter of intent to file for a grant with the National Trust for Historic Preservation for another African American historical grant that would further support and enlarge upon the goals of the APAAMHP.

Finally, Mr. Stewart noted that he has contacted Pam and Charlie Horner about the possibility of their being eligible for a N.J. Historical Commission project grant to help with the expenses of publishing their history of the musical heritage of Asbury Park's African American community; and recommended that they attend one of the grant workshops the NJHC presents for prospective applicants scheduled for March 5 and 6, 2018.

Waterworks Monument Installation

The board, at the recommendation of Mr. Baumgartner, who cited concerns with both the cost and the design, rescinded their approval, given at the January 31, 2018 meeting of the board, of the proposal submitted by Custom Metal Works by Savino LLC. He presented a sketch of his idea for brackets and supports to hold the monument in place in the vestibule.

The director noted that by August of this year the monument will have been leaning on the wall and resting on the entrance hall floor uninstalled for five years from the time it was delivered to the library. During that time several proposals for installation were rejected, several contractors refused to give the library a quote, and one attempt by the library itself to install the monument failed. A copy of the contracting thresholds in the Local Public Contracts Law was sent to trustees before the meeting and referring to it the director pointed out that in municipalities with a QPA (Qualified Purchasing Agent) the quote threshold for contracts was \$6,000 which means that jobs such as this were not only way below the formal public bid threshold of \$40,000 but were also below

the range of \$6,000 to \$39,999 where one had to attempt to get three quotes for a job. He recommended that since the board agreed with his installation ideas that Mr. Baumgartner be given approval, up to a certain dollar limit, to proceed to find someone to do the work and contract with them without need to get any further approvals from the board. There was a **motion** by Mrs. Souder, **seconded** by Ms. Torsney, and **carried**, all voting yes, that Mr. Baumgartner be authorized to complete the installation of the monument at a cost not to exceed \$3,000.

Strategic Planning Survey Report

Ms. Torsney distributed a one-page report on the survey results thus far. To date there were 153 responses online. She discussed the specific responses to the multiple-choice questions. The survey will continue online and on paper forms through the end of March.

The director called attention to the 13-page document “Transforming Communities” which is the 2018-2022 Strategic Plan of the Institute of Museum and Library Services (IMLS) sent to trustees before the meeting. IMLS is the federal government agency that provides grant funding opportunities for libraries. Their plan contains information of interest to us as we undertake strategic planning activities.

Envisionare Implementation

The software has been installed, staff training completed, and patron Instruction is ongoing.

New Business

New Jersey Public Library 2017 Annual Statistical Report

Notification has been received from the New Jersey State Library that the online report website is open and that the report is due March 15, 2018. This is a major and extensive report required annually of public libraries in New Jersey as a condition for receiving per capita state aid; and it requests financial information, program, service, and operational statistics, as well as details of staffing and the identity and terms of library board members.

Employee Year-End Leave Balances at December 31, 2018

Mr. Stewart distributed a report showing for each employee their starting date and total hours of accumulated sick leave at year's end. Library employees, with rare exceptions, do not have unused vacation leave at year's end because of the board's "use it or lose it" vacation leave policy. With the report was, for the information of board members, a copy of N.J.S.A. 11A:6-5, the state statute that provides civil service employees a minimum of 15 days, or 105 hours, of annual sick leave and provides that, "Unused sick leave shall accumulate without limit."

N.J. State Library Annual New Directors' Orientation Workshop

Kathleen Melgar is attending this two full-day workshop scheduled for February 21 and 28, 2018. The State Library approved our request to allow Ms. Melgar to attend, recognizing that even though she was not yet a "new director" she was on track to become one. The agenda for the training, which was sent to trustees before the meeting, contains topics of relevance to the board's work including strategic planning and financial management.

Community Development Block Grant (CDBG)

A copy of a legal notice that appeared in the Asbury Park Press on February 21, 2018, referring to a public hearing on the FY-2018 CDBG Annual Action Plan, was sent to trustees before the meeting. The director said that he and Ms. Melgar will review the plan to see if the library should submit any written comments by the March 28, 2018 deadline.

Staff Outreach and Meetings

[1] Martin Luther King Jr. Holiday Observance at St. Stephen AME Zion Church, Sunday January 14, 2018. Kathleen Melgar attended representing the library and receiving recognition for the library's participation in the Expungement Project; [2] Charles Trott presented a program "Black Like Me" 2/21/2018; [3] Kathleen Melgar attended a meeting at city hall on 2/22/2018 about a partnership between Madison Marquette and the N.J Performing Arts Center (NJPAC) one facet of which is an NJPAC proposal to present an enhanced storytime for children at the library; [4] Marta and Kathleen Melgar represented the library at the Asbury Park Women's Convention held at the Paramount Theatre on 2/24/2018.

Items From Trustees

Mrs. Weiner inquired about the format of the agenda and asked why items that were not truly new business were listed as such; items such as reports of staff attendance at meetings, personnel notes, incident reports, etc. She asked if it was necessary to report such matters and if so should different agenda categories be established that more accurately classified them.

Adjournment

Motion by Mr. D'Alessandro, seconded by Ms. Martin, that the meeting be adjourned at 10:45 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, Principal Library Assistant, and Assistant to the Director.

Respectfully submitted,

Frank D'Alessandro
Board Secretary