

BOARD OF TRUSTEES
 ASBURY PARK PUBLIC LIBRARY
 500 FIRST AVENUE ASBURY PARK, NJ 07712
March 16, 2023 5:00 pm
MINUTES

Call to Order

Board President Diane Shelton called the meeting to order at 5:00PM and announced the meeting has been advertised in accordance with the Open Public Meetings Act.

Attendance

Diane Shelton, President
 Greg LaSala, Vice President
 Jennifer Souder, Treasurer
 Kerri Martin, Secretary
 Jacki Sharpe
 Jan Sparrow
 Angela Ahbez-Anderson

Edwin Ruiz, Director of Curriculum
 Kimmy Taylor, Superintendent
 representative

Staff
 Kathleen Melgar, Director
 Nico Belott, Recording Secretary

Absent: Werner Baumgartner

Special Presentation

Oath of Office: Kimmy Taylor, Supervisor of Curriculum and Instruction for the Asbury Park School District.

Public Participation

Motion to open public participation by Kerri Martin at 5:05PM, seconded by Jan Sparrow. All in favor, motion carried.

Motion to close public participation by Kerri Martin at 5:05PM, seconded by Greg LaSala. All in favor, motion carried.

Approval of Minutes

February 16, 2023

Motion to approve the minutes by Jan Sparrow, seconded by Greg LaSala, Kerri Martin abstains, motion carried.

Treasurer's Report & March Bill List

P&L

Treasurer Jennifer Souder shared the general format of the report and opened up for questions. Greg LaSala asked if there is a budget for the income. Library Director Kathleen responded that we don't track individual line items for income, but overall library revenue is about \$5000 a year. Jennifer Souder said we could add that data from the budget into the report for next month just to show total expected income.

Bill List

Treasurer Souder brought up the donations for review at the bottom of the report. Jan Sparrow shared that the church told her that they would not accept a donation. That it was not necessary to continue to donate annually for staff parking.

Strike the donation for the church off the list.

Motion to approve the amended bill list by Angela Ahbez-Anderson, seconded by Diane Shelton. All in favor motion carried.

Board President/ Vice-President's Report

President Diane Shelton welcomes the director of curriculum to the board meeting and representative Kimmy Taylor to the board.

Committee Chairs Members and Reports

Buildings & Grounds

Greg LaSala reported on the meeting notes, sharing that there is about 60k left for capital expenses and the goal is to formulate a plan to decide where to allocate that money. Greg asked Nico to share the priorities from the meeting which are: building envelope, water damage, steel stairs, structural engineer evaluation. Library director Kathleen Melgar will contact the city engineer to see if the library can piggy back that contract to get the same rates as the city.

Budget & Finance

There was a discussion about depreciation and capital expenses related to reflecting that in our finance reports. Jen Souder reached out to JoAnn Boos CFO, at city hall who replied that there is no monetary threshold, but a time threshold of 5 years. We could do the same. Tracking depreciable assets is something the committee would like to start working on. This format will help with capital improvements. There was a brief conversation about a debit procurement card that New Providence Library in New Jersey uses. Kathleen Melgar shared that we will be editing the policy and present that to the policy and governance committee and to the budget and finance committee. An auditor approved this policy, we want to discuss this policy and then if it is approved present it to the auditor.

Personnel

No report. The personnel committee is going to meet next Thursday.

Policy & Governance

Kerri Martin reported that Greg LaSala shared two internal draft policies. One for the use of a debit card and one for internal controls. Kerri shared the Dropbox information with Greg and they discussed the absent board seat and the possible migration to Google workspace.

Strategic Plan

Jan spoke with Nico about using Google Forms for creating the strategic plan survey. Her idea would be to send the link out to the chamber of commerce and then figuring out how to reach other folks who might not use technology.

Library Director's Report

Executive Summary

The state report was due this past week. Kathleen will be out for two weeks. Nico will be managing day to day and Kathleen will be remote. The time management system is up and running. For Google, they are offering staff, board and admin training if we move forward. There is a lot of programming going on. No updates on fire inspection or audit yet.

Jacki Sharpe shared that community members are very excited about the amount of programming being offered. Kathleen shared that the amount of programming from the state report went up from 10 to over 100 in one year.

Personnel

Donation for a staff member's family discussed in budget and finance committee report.

Old Business

Library Salary Ordinance

No update

Research of APPL Foundation

The library received a copy of the paperwork that the lawyer received from the state. We would like to schedule a meeting with First Financial to get more information. Jennifer Souder expressed concern about the unaware board members of this nonprofit corporation as it could be a conflict of interest.

There was a discussion about restarting a friends group and using this foundation as a jumping off point. Ms. Souder asked what we can do right now to rectify this situation, now that we are aware and stressed that we need to talk to the attorney about what we could do.

In 2021 the trustees were amended to Kathleen Melgar, Dolly Sternesky and Robert Stewart. Kathleen is now the registered agent on the account.

The board overall expressed interest in finding out if there are bylaws for the nonprofit corporation, and reiterated asking the attorney how to move forward.

Final State Statistical Report for 2022

Statistics were compiled and submitted. These will be shared with the board.

Proposal to Migrate Email and Cloud Services to Google

President Diane Shelton asked library staff why the migration is necessary. Nico Belott answered that there are a few issues with the state's email service including storage, but beyond that there is a need to integrate workspaces with email to facilitate efficiency and collaboration.

Vice President Greg LaSala brought up that the fixed price will stay with the three year plan so we could lock in that price and receive a 5% discount. The state's free service via Jersey Connect will continue to provide website hosting and WiFi management.

Motion by Jennifer Souder to move forward with the three year contract, Angela Ahbez-Anderson seconded. All in favor, motion carried.

New Business

Administrative and Finance Policies for Review

This was discussed during the budget and finance committee report.

Building Evaluation – Structural Engineer

This was discussed during the Building and Grounds committee report.

Public Participation

Motion to open public participation at 6:00PM by Kerri Martin, seconded by Angela, All in favor, motion carried .

Motion to close public participation at 6:00PM by Kerri Martin, seconded by Diane, All in favor, motion carried.

Items from Individual Board Members

Jan Sparrow brought up wording changes for internal policies from a trustee webinar she attended. Kathleen Melgar shared that we have set up an internal policy committee that will be working on policies, updating them and presenting them to the appropriate committees for review. Staff will review our present policies and perhaps start from scratch because some are no longer relevant. April 4th is the next trustee webinar.

Kerri Martin shared that right now in Asbury Park the Participatory Budget is open for voting. There is 250K to spend on an agreed upon project. A committee reviewed the ideas during last night's presentation. Ballots are now available at the library in English and Spanish. Folks can vote online or on paper. Additionally people can submit ideas for next year's budget.

Diane Shelton shared that on March 24th - APGot Talent - will be occurring. This year the age categories are adjusted to include younger kids. The event will be at the Senior Center and not at the park. Mr. Ruiz and Ms. Taylor requested Diane send them the flier to promote it throughout the schools. Instead of gift baskets this year cash prizes will be offered.

Diane also shared that this Saturday at the American Legion there is a roundtable discussion titled "In the Presence of Men," this organization is about men helping men become better men and understanding the positive role men can play in the community.

Adjournment

Motion to adjourn at 6:07PM made by Kerri Martin, seconded by Jan Sparrow. All in favor motion carried.