

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

**March 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, 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.

**Minutes**

Motion by Ms. Shelton, seconded by Mrs. Weiner, that the minutes of the meeting of February 27, 2019 be approved as distributed. Carried, all voting yes, except Ms. Kroposky and Mrs. Souder, who abstained.

**Treasurer's Report**

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

**Old Business**

**Buildings and Grounds Committee**

**E-Rate Requests** - Three FCC 471 Forms were distributed at the meeting for review and approval: FCC Form 191018944 is a request for \$12,460.60 to install Category 6 cabling throughout the building replacing existing Category 5 cabling installed 20 years ago. Network Cabling Inc. is the designated service provider for this project. FCC FORM 191025332 is a request

for a 1,000 Mbps transport circuit to connect the library to the JerseyConnect Statewide Network which is our current internet provider. The cost is \$2,019.55 per month billed month-to-month without a contract. Verizon New Jersey Inc is the designated service provider. This service is being requested to provide internet access until the connection to the city's network is operational. FCC FORM 191018764 is a request for \$7,812.38 to purchase a 48-port switch, a 5-year support license for the switch, and two UPS (uninterruptible power supply) units for network protection. CDW Government LLC is the designated supplier for all items.

Motion by Ms. Ahbez-Anderson, seconded by Ms. Shelton, that the three e-rate requests be approved as to the amounts requested and the service providers named. Carried, all voting yes.

### **2018 New Jersey Public Library Statistical Report**

The director referred to the explanation of the various documents that are part of this report that he presented at the February meeting. The documents were mailed to board members and included the actual report of 18 pages, the two-page accuracy certification which had to be signed by the board president and the library director, and the three-page application for FY 2020 per capita state aid to be received October 2019 which had to be signed by the Chief Financial Officer, the library director, and the board treasurer.

Having had time to review the report, the director asked if there were any questions, corrections, or comments about the documents; and after a brief discussion there was a motion by Mrs. Souder, seconded by Ms. Ahbez-Anderson that the report be approved as submitted to the New Jersey State Library. Carried, all voting yes.

### **Friends of the Library**

Ms. Martin reported on several activities the Friends have planned for National Library Week, April 8 – 12. She also noted that the starting time of the monthly Saturday meetings of the Friends has been changed from 9:00 AM to 10:00 AM to coincide with the time of opening of the library and avoid having to open the library earlier than scheduled.

### **Strategic Plan Committee**

Mr. Baumgartner said that we should consider the work of the committee as being finished and that he wants the board to recognize their report and all other related documents and surveys as now being board documents and have all board members work on them from this point forward.

### **New Business**

#### **Audit of the 2018 Financial Records of the Library**

A ten-page engagement letter (or contract) from Wiss & Company LLP, the city auditors, and a two-page peer review letter about the company were mailed to members before the meeting. An annual audit is required by law. Motion by Mrs. Souder, seconded by Ms. Shelton, that the director be authorized to sign the engagement letter. Carried, all voting yes.

#### **Asbury Park Alive Event**

The library has attended or been represented at the monthly meetings of the Alliance for a Healthier Asbury Park, sponsor of the Asbury Park Alive event scheduled for Saturday May 4, 2019 1:00 – 5:00 PM, and expects to participate in this citywide event. Motion by Ms. Shelton, seconded by Mrs. Souder, that (1) the director be authorized to sign and submit the registration/commitment form and waiver of liability for the event and (2) that his request to close the library the day of the event to enable staff to participate, be approved. Carried, all voting yes.

#### **Activity and Incident Reports**

[1] The Dr. Seuss Birthday program was held on Saturday March 2, 2019 from 3:00 – 5:00 PM. It was organized by Esther Piekarski director/owner of Alphabets Pre-School and a member of the City Recreation Committee, which funded the program. It was attended by at least 100 children and adults. [2] On Saturday March 9, 2019 at about noon a young adult male approached the service desk and told a staff member he was suicidal and asked to use the phone to call 911, which he did. The first aid squad responded and took him in custody.

### **Public Participation**

Board president Werner Baumgartner recognized Jennifer Leigh Dym, Executive Director of STEAMpark, Inc. who was invited by trustee Diane Shelton to report on a program held recently at the Neptune Public Library and to describe the work of the organization. STEAMpark will be participating in the Asbury Alive Event on May 4<sup>th</sup>.

### **Adjournment**

Motion by Ms. Shelton, 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