

ASBURY PARK PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MARCH 31, 2022

MINUTES

Call to order at 5:00pm

Attendees: Diane Shelton, Angela Ahbez-Anderson, Jen Souder, Kerri Martin, Jan Sparrow, Werner Baumgartner, Greg LaSala, Janice Kroposky, Ericka Uter

Staff: Kathleen Melgar

Board Attorney: Richard Shaklee

Motion to open to Public Participation at 5:01pm. 1st: Angela Ahbez-Anderson. 2nd: Kerri Martin. All in favor.

Rita Hoffmann: Asked whether the board has thought about parking for the staff especially considering the upcoming summer season. It is getting more difficult to park in the vicinity of the library. Jan is going to contact the church to see if the staff can park. Werner asked whether we can create parking spaces on the property. Rita also mentioned the nice article in The Coaster about Kathleen this week. Rita also asked if the public portion will be moved to the end of the meeting as it was in the past. Diane confirmed that it will be addressed later on in the meeting.

Motion to close at 5:04 pm. 1st: Jan Sparrow. 2nd Angela Ahbez-Anderson. All in favor.

Presentations:

- A. The board presented Anita Weiner with a thank-you gift for her service.
- B. David Gannon, PFK O'Connor Davies Accountants and Advisors 2019-2020 Audit Report

Forensic audit report: On December 27, 2021, a multi-page document was issued to the board. Copies were passed out to the board. The auditors looked at a time period of 18 months looking at expenditures. Mr. Stewart was the employee in question. On Page 2, the people who were interviewed are listed. The report is laid out in 2 steps. Documents that they looked at start on page 1. There was too much co-mingling going on. They didn't find anything of substance. They came to the conclusion that Mr. Stewart did not misappropriate any funds. The practice of using a personal credit card is a burden on the staff. That needs to be minimized as much as possible. Use of credit cards as a municipal entity is illegal. They were able to track down all the books that were purchased. One of the criticisms is that some of the books weren't in circulation after months of being purchased. The recommendations are listed on page 9. All staff and board members were cooperative with the audit.

2020 Financial Audit: It is currently in draft form. Overall, our revenues went up. They didn't repeat everything that was in the forensic audit. There were some old outstanding checks that needed to be cleaned up. The budget is a living document that the library doesn't have to be constrained to. The minutes on the city website should include the bill lists. The only thing that is left is getting Kathleen's

signature for the 2020 audit. Audits for municipalities are usually due in June. They are currently working on the 2021 audit. They will have the report finalized in June/July 2022.

Motion to approve minutes from February 24, 2022. 1st: Angela. 2nd: Jan. All in favor. Abstain: Janice Kroposky.

Motion to open up Treasurer's Report & Bills: 1st: Angela. 2nd Kerri. All in favor.

Jen Souder: Showed new finance report and explained we have been trying to get one report that shows the annual along with the period we are reviewing. This report looks different than other ones that we have seen.

Motion to approve the bill list. 1st: Angela. 2nd: Jan. All in favor.

Committee Chair Reports:

Buildings and Grounds: Didn't meet because he didn't know who is in the meeting. Jen is going to change to alternate for the committee.

Budget and Finance: Report attached. It was decided that the board needs a resolution to update the expense approval procedure. Mr. Shaklee will put a draft resolution together. Kathleen said the auditors could look at the procedure change and the resolution.

Personnel: Report attached.

Policy and Governance: Report Attached.

Motion to change our meetings to 3rd Thursday at 5pm starting on May 19th 1st: Jan 2nd: Angela. All in favor.

Motion that we start our April 28th meeting at 4pm 1st: Angela. 2nd: Kerri. All in favor.

Strategic Plan: No report

Library Director's Report: Report attached.

Motion to adopt the city's covid 19 policy which was updated on March 28, 2022. 1st: Diane, 2nd: Angela. All in favor

Old Business:

- A. Audit: Already covered.
- B. Timing for distribution of meeting minutes. Werner feels that they should be out within a week of the meeting.
- C. Planning of Board Retreat: Tabled.

New Business:

- A. Committee Appointment. Already covered.
- B. Proposal Limiting Library Seating. Kathleen wanted to start offering 2 seats per table. Because of COVID, they want 2 chairs per table for people that want to work. 2 chairs per all of the 4 tables in the children's room. She wants to start that tomorrow.

Motion to approve the above. 1st: Angela. 2nd Greg. All in favor.

- C. Proposal to extend Junior Room Hours: Current hours don't meet community needs. Match adult hours Mon-Wed. Staff has security concerns. Would need more staffing. Hire another part-time library assistant. Angela suggested hiring a security guard. Kathleen is going to look into that.

Motion to extend the hours on M-W 11-8pm of the junior library. 1st: Jen. 2nd: Angela. All in favor.

- D. Library Director Evaluation: Table to Personnel committee

Actions to be taken:

COVID-19 Policy and COVID-19 : Already covered.

Addition of New Jobs Titles: Kathleen discussed the civil service titles that were researched. Her recommendation is to hire 2 full-time Administrative Assistants. One position would concentrate on Accounting and Finance issues. The 2nd position would be an Assistant to the Directory. She is also requesting 3 part-time employees. There are 2 positions open because 2 employees have left within the past 2 years. Kathleen is working with Ericka about hiring a part-time employee that would do work with youth services.

Shaklee asked if they are covered positions in the union agreement. Kathleen said the positions would have to be added to the city salary ordinance.

Angela asked about salary ranges. Kathleen said the Administrative Assistant positions would be about \$52K. The salaries of the part-time positions would vary. The youth service position may pay more than the other 2 positions. If the board approves it today, Kathleen will go to Donna and she will present it to the council. Kathleen will also send the update to the library shop union stewards. The board vote that needs to happen tonight is that we need to approve the positions. The administrative assistant positions don't exist. There is already a position for part-time library assistant.

Motion to approve the 2 full-time Administrative Assistants and 3 part-time Library Assistants. 1st: Angela. 2nd: Jen. All in favor.

Mr. Shaklee is going to draft a resolution so that our by-laws can be changed in regard to our Order of Business. Greg makes a counter-point that the public can voice an opinion about things that will be discussed. Mr. Shaklee said that we could have 2 public participation sessions. The first one usually has a note that it is limited to agenda items.

Motion to add public participation to the beginning which would be limited to anything on the agenda and the end of the meeting. 1st: Angela. 2nd: Janice. All in favor. Abstain: Diane Shelton

Items from Individual Board Members:

Jan: Will go to the church person about parking

Angela: Juneteenth celebration. Would like library to attend. It is at the 2nd Baptist church,

Diane: May 14th is AP's Got Talent.

Kathleen: Mentioned the trees on the Grand Avenue side. The staff is working with Tom Pivinski. They want to put in a pollinator garden near the ramp. Has volunteers interested. Wants to move forward in the next couple weeks. They also helped with the pollinator garden on the patio.

Motion to close the meeting at 7pm. 1st: Diane. 2nd: Janice. All in favor.

DIRECTOR'S REPORT – MARCH 2022

A. COVID-19 and Service Update

The Library is open to the public and resumed regular hours: Adult Library Hours Monday - Wednesday 11am to 8pm Thursday - Friday 9am to 5pm Saturday 10am to 3pm Junior Room Hours Monday - Friday 12pm to 5pm Saturday 10am to 3pm

Masks at the Library: For the health and safety of our staff and patrons, we encourage everyone to wear a mask inside; however masks are no longer required to enter the building.

Curbside Services: The library continues to offer curbside services to users that are not comfortable coming in. Curbside services include: Copying & Printing, Book Borrowing Services for Requests, Holds, Drop-off and Pick-up, Notary Public and Virtual Library Cards.

Other Notices: The Library is still unable to accept book donations at this time.

B. Events and Outreach

AARP Free Tax Aid: The coordinator informed staff that there are no appointments available at our library.

NJHealthConnection @ Your Library Project Description: Grant submitted on December 10, 2021 and awarded January 1, 2022. Director's Report - March 31, 2022 Pg. 2 The pandemic has put a spotlight on inequities in the healthcare system, especially among those most vulnerable. Public libraries can now play a role in advancing health equity by participating in NJHealthConnect @ Your Library, funded by the American Rescue Plan Act. This new program, administered by New Jersey State Library, and implemented by Just For The Health Of It! at East Brunswick Public Library, addresses inequities through a combination of technology that offers links to telemedicine apps for doctor appointments, and links to COVID and high-quality health literacy resources. Most importantly, it features a team of certified consumer health librarians at the East Brunswick Public Library who will facilitate and train NJ librarians to implement a telehealth program in their communities.

Library Program: The library is participating with about 150 New Jersey libraries and systems. Participating libraries were given iPads that can be used for the purposes of telemedicine and providing

access to multilingual health information that promotes health literacy and patient empowerment. This program is expected to go live Wednesday April 6, 2022 at 5:00 pm. A Medical student that is bi-lingual in Spanish and English is volunteering Wednesdays from 5:00 pm to 7:00 pm and the last Saturday of the month from 10:00 am to 2:00 pm. The student will provide technical support for setting up appointments and accessing health resources at the library.

Children Programming Story and Crafts for grades K-5 on Wednesdays at 3:00 pm • April 6th - Celebrate Earth Day • May 4th - Mother's Day • June 1st - Summer Fun

Thurgood Marshall Elementary School • Walking Trip to the Library for grades K-3rd.- TBD

Adult Programming: Monthly Fiction Writer's Group for ages 16 and older on Mondays at 6:00 pm. • April 25th • May 23rd • June 20th • July 18th, No Pressure Book Discussion Group for adults • Tuesday, April 12 at 6:00 pm • Thursday, April 21 at 10:00 am

AP Historical Society • Women's Exhibit in Bradley Room - Proposed for May • Reorganization Meeting Rescheduled April 21, 2022 at 7:00 pm

Teen/Tween Programming Video Game Night - Wednesdays at 6:00 pm starting April 20, 2022 at 3pm Garden Club and Programming Pollinator Garden in partnership with AP Environmental Shade Tree Commission – TBD

C. Civil Service Job Titles: Research Meeting scheduled for Monday, March 28, 2022 with Jan Sparrow, Chair of the Personnel Committee, to review civil service titles and job descriptions for Administrative Assistant and Bookkeeper positions. The new job titles have to be approved and added to the union contract. MaryKay Callahan, Head of Human Resources, also informed me that new titles may have to be added to the city's salary ordinance if they aren't listed.

D. Library Construction Bond – Second Round Correction: The second round was funded and all money has been spent.

E. E-Rate and ECF:

E-Rate Form 471 Application Number: 221036751 Funding Year: 2022 - 2023 Certified by KM 03/22/2022 Funding Request for Category 2: Internal Connections and Managed Internal Broadband Services. Contract Awarded to CherryRoad Technologies for \$20,400.00.

Emergency Connectivity Fund (ECF) Application Number: 202112462 Funding Year: 2021-2023 (Funds have to be spent by June 30, 2023) Funding Commitment Decision: Approved Oct. 12, 2021 for \$12,199.80 Funding Request for Laptops and Hotspots from CDW Government LLC. Application Number: 222119449 Funding Year: 2021-2023 Funding Commitment Decision: Approved Feb. 23, 2022 for \$12,700.00 Funding Request for hotspots from CDW Government LLC. and internet connection from AT&T Mobility.

F. Staff Evaluations and Quarterly Meeting: First Quarter Staff Evaluations were conducted March 8, 2022 (exception 2 staff evaluations were rescheduled to a later date). Objectives: • Establish monthly reporting and communication procedures • Focus communication on their individual job performance • Identify and reinforce areas of high achievement and/or areas that require improvement • Identify future goals and developmental opportunities First Quarter Staff Meeting Scheduled April 5, 2022.

Additional Notes: Vacation Request I plan to take vacation Sunday May 15, 2022 through Saturday May 21, 2022. I will return to work Monday May 23, 2022.

Fire Inspection: Fire Inspector, Tawheshia Gates and Fire Chief, Kevin Keddy conducted our annual fire inspection on Wednesday March 23, 2022. Waiting for inspection report and certificate.

Local Government Energy Audit: (LGEA) DPW Director, Robert Bianchini, and his staff are conducting an energy audit of city owned buildings. The Energy Questionnaire was submitted March 18th and the Library will be assessed Monday March 28, 2022.

Annual Financial Audit: Aaron Valesi, Senior Associate from PKF O'Connor Davies, LLP will begin auditing 2021-2022 financial records. Date and Time not confirmed.

Bank Signature Cards: No Updates.

2021 New Jersey Library Statistical Report: Submitted March 14, 2022. See attached NJSL 2021 Report.

BUDGET & FINANCE COMMITTEE REPORT: MARCH 2022:

The APPL Board Budget & Finance Committee met on March 11, 2022. The following key items were discussed: bill list review process (i.e., expense approval procedure), finance reporting (syncing comprehensive budget with Quickbooks), Forensic Audit, Regular Audit, and Staffing.

Key outtakes:

The committee recommends that the board revise the bill review process (expense approval procedure) to exempt utility payments and allow the staff to pay the utility bills (water, heating/cooling, lighting, telephone, fire alarm system) without pre-approval from the Board. At each board meeting, a bill list for approval and a report of the utility bills paid will be presented. Current Expense Approval Procedure is attached with suggested updates in track changes.

New report that shows annual and monthly budget income/expenses info on same report has been developed.

The committee will assist with research and recommendations regarding policy development for finance topic included in the forensic audit and make recommendations to the policy committee.

Options regarding staffing to address bookkeeping needs are being discussed with City Hall human resources in light of civil service titles. Full time library assistant that includes bookkeeping in job description is a possibility.

POLICY AND GOVERNANCE COMMITTEE REPORT: MARCH 2022

The committee discussed what process we have in place to fill vacant seats on the board. A few years ago, the City of Asbury Park held public information sessions for people who were interested in serving on boards and committees. The chair will reach out to Kathleen and Melody Hartsgrove, the City Clerk,

to see if there is a list of people who have shown interest in serving on the Library Board. The committee will continue to research what process should be in place when a seat on the board opens up.

Diane will reach out to Richard Shaklee in regards to adding "President's Report" to the order of business and moving Public Participation to the end of the meeting. A new resolution will be needed to reflect these changes to the by-laws. Mr. Shaklee confirmed that every item listed on our agenda does not need to mirror the Order of Business in the by-laws.

Our meeting times were changed this year from Wednesdays at 9am to Thursdays at 5pm. We discussed whether this was actually voted on and is it the best time to hold the meetings. Library meetings will often be in conflict with Board of Education meetings. The committee discussed whether we need to have a vote on this at the next meeting.

Regarding policies, Kathleen has reached out to the Policy and Governance committee to review two new policies regarding COVID. The Budget and Finance committee also has a few policies that will need to be worked on regarding bill payments.

PERSONNEL COMMITTEE REPORT – MARCH 2022:

I met with Kathleen to discuss the results of the first quarter. She has prioritized two goals: continue the clean-up of all parts of the library and work with the staff to finally be able to take part in growth of the library.

Clean-Up includes packing boxes for Better World as well as recycling books that are no longer in use. Additionally, the upper portions of the library are being cleaned out for use as office space for the Director and other future staff. Tremendous strides have been made so much so that the Fire Inspector has passed the library for the rest of the year.

Staff Development includes setting performance goals for each employee. Kathleen has appointed a head of Adult Services and offer her a budget to determine programming etc. To that end, a series of programs including a book discussion group and a writer's group has been formed. All other staff members have been asked to offer ideas for what they would like to explore for the library. Kathleen has a white board set up so the staff can see what others are interested in and perhaps join in to help everyone accomplish their goals. She also meets with each staff member on a monthly basis to talk about progress and what they need to be successful in the roles.

Future need includes hiring two new employees. These roles include accounting and financial well-being as well as assisting Kathleen in the daily running of the Library. Kathleen will give more information at the Board meeting.