

**Asbury Park Public Library
Board of Trustees Meeting**

Minutes

April 28th, 2021

1. Call to order at 9:00 am.

Attendees:

Board Members: Diane Shelton, Jen Souder, Kerri Martin, Werner Baumgartner, Jan Sparrow, Angela Ahbez-Anderson, Anita Weiner

Attorney: Mr. Richard Shaklee

Staff: Mr. Stewart

2. Open Public Meetings Act – Annual Notice – January 5, 2021 -- Read by Diane

3. Public Participation

Motion to open Public Participation 1st: Jan. 2nd: Anita. All: Yes

Motion to close Public Participation 1st: Jan. 2nd: Angela All: Yes

4. Minutes of the Meeting of March 31, 2021

Motion to move minutes 1st: Jan. 2nd: Angela

Motion to accept minutes 1st: Jan. 2nd: Angela. Yes: Jan, Angela, Diane, Kerri, Anita. No: Werner

5. Treasurer's Report and Bills

Motion to open discussion of Treasurer report. 1st: Diane. 2nd: Anita. All: Yes

Discussion: Werner stated that the categories don't line up. Anita said that some of the information from Mr. Stewart wasn't given to the committee. Jan asked if we can make a motion that this report be moved to the next meeting.

Motion to discuss March Treasurer Report at the May Meeting: 1st: Jan. 2nd: Angela. All: Yes

6. New Business

A. Resolution re: Authorized check signatures: Diane read the resolution.

Motion to accept the resolution: 1st: Jan 2nd: Anita. All: Yes

B. New Procedure for Committee Reports: Diane said that all committees will meet between the first and second week of the month. All reports should be submitted by the following week so it can be included in the package.

- C. **Funding Commitment Decision Letter – USAC – E-rate:** Mr. Stewart said that the next 3 items relate to the E-rate program for next year starting on July 1st, 2021. The funding commitment decision letter is the federal government program under the FCC where it approves the funding request, which was about \$20,000 for this particular service. We are committed for 15% of the expense and E-rate pays 85%. This is the only E-rate application we have in this year because since last year, we are now connected to the city's system. No action needs to be taken.

[Jen Souder entered the meeting at 9:21am.]

- D. **FCC Form 486 and Form 470:** These were covered in the above discussion
- E. **Audit of 2020 Financial Records – Preparations:** The new auditors of the city have contacted the library and set up a meeting with Kathleen and Mr. Stewart.
- F. **Asbury Park Historical Society – Book Signing – June 24, 2021.** The society asked to have this event for a new book by Helen Pike if conditions allow. They want to book that date tentatively. Diane asked how it will be handled regarding social distancing. Mr. Stewart said it would depend if the city offices and library were open at the time.

7. Old Business

- A. **Contract for Repair of Entrance Steps:** Mr. Stewart reported that there is nothing new on that and we can disregard that. In one of the directives that dealt with the steps, there is a response in there. All the directives were emailed. Werner, Diane and Mr. Shaklee didn't receive the directives. Anita read it aloud. Mr. Stewart said that Werner brought up the issue that the contractor might have to use certain kinds of mortar. He said that getting on the National Registry has nothing to do with specific building and physical requirements for repair. Werner said that being on the National Registry is significant because it is a public building and public funding is used. Werner is willing to help out on this matter. Angela questioned whether we will have comparable bids as to the scope of the work as outlined in the attorney's directive. Werner said that we were supposed to get 2 proposals from Mr. Stewart. Mr. Stewart will send the 2 but they will not be responsive to the historical requirements. Diane requests that we have them by Friday.
- B. **CDBG Grant – Air Conditioning Improvements- City Council Resolution for Funding:** Mr. Stewart said that we finally got part of the funding that we asked for. \$25,000 was approved towards this project. The library had asked for \$43,000 in the original request. Anita asked if we need to pay the balance. Werner asked about the one unit that was replaced a year ago. Mr. Stewart doesn't know exactly. Buildings and Grounds committee will look into this further.

Motion that we issue a Rice notice to Mr. Stewart and schedule a special meeting on Tuesday, May 11th @ 9:30am to discuss personnel issues: 1st: Jan 2nd: Anita All : Yes

8. Committee Reports

- A. Budget and Finance: Report attached. Jen asked about the two items that were not supposed to be paid until a report was submitted to the committee. Mr. Stewart said he will need to check and see what the problem is because several staff members are involved with paying bills. Jen explained that a report was supposed to be sent to the committee regarding those two checks. Angela asks Mr. Stewart as to when we are getting this report. Mr. Stewart will send the invoices by Friday, April 30th. Mr. Stewart confirmed that Mr. Shaklee's check was mailed out this week. Kerri reads the bill list including vendor name and amount for the board to approve each bill. Everything was approved except for the two that are in question which are checks 302958 and 302967.

Motion to approve April bill list excluding checks 302958 and 302967: 1st: Jen 2nd: Anita. Yes: Jen, Anita, Angela, Diane, Kerri, Jen. Abstain: Werner

- B. Buildings and Grounds: No report submitted.

Motion to authorize Werner Baumgartner and Buildings and Grounds committee to gather proposals from property management companies to address the large-scale repairs needed at the library: 1st Werner 2nd: Diane. All: Yes

- C. Personnel: No report submitted.
D. Policy and Governance: Report attached.
E. Strategic Plan: No report submitted.

[Diane left the meeting at 11:00am]

8. Director's Report

- A. Fire Inspection Report – Abatement of Violations – Status: Mr. Stewart reported that the inspector granted an inspection until May 10th because the electrician couldn't finish the work by the first date. The fixtures need to be put in. Also, the evacuation plans need to be made which is being drawn up by a staff member. Angela read another violation regarding accumulation of materials and asked if any of that work is done. Mr. Stewart said that the fire inspector will be back to report on it. Werner asked how many boxes of stored material have been removed. Mr. Stewart will count them and will report on the progress.
- B. Staff Report of Activities -- Nothing to report.
- C. OPRA Request to Board Attorney -- Mr. Stewart requested a document called Objectives and was told that it wasn't available. Mr. Shaklee said it is covered under attorney client privilege.
- D. Staff Member Request for Correction to March 31st minutes: The maintenance woman at the library is very concerned that Werner Baumgartner reported that she was not wearing a mask while at the library. She says that it is a totally false statement. She says that she was

wearing double masks and Mr. Stewart was also wearing a mask. Mr. Stewart stated that he doesn't recall if he was wearing a mask.

10. Items from Individual Board Members.

Werner Baumgartner said that a member of the public would like to speak.

Motion to re-open Public Participation portion of the meeting @ 11:11am. 1st: Werner. 2nd: Jen. All: Yes

Public Participation:

Matt Crescio of 615 Park Avenue #4F: He is concerned about the 2 checks that were paid without board authorization and wants to know what action can be taken. He also asked who is the steward of the building. Mr. Shaklee responded that discussion will occur at the May 11th special meeting. He said that board members are allowed in the building as long as they are following protocols.

Rita Hoffmann: Wants to see the public participation portion to be moved back to the end of the meeting. Also, wants the minutes to be posted on the city website so they can be reviewed before the next meeting. She appreciates all the hard work of the board.

Motion to close Public Participation at 11:20am: 1st: Anita. 2nd: Jen, All: Yes

Motion to adjourn at 11:21am: 1st: Anita. 2nd: Angela. All: Yes.

APPL Board Budget & Finance Committee Meeting

April Report

Committee met 4/23/21 and discussed following key items:

1. Monthly finance reports still need to change expense categories (per Feb meeting notes) to reflect collections category. In addition, still need solution to sync detail with monthly summary.
2. Bill list approval process - did not receive bill list for April that was requested for review ahead of committee meeting. In review of minutes, it was noted that 2 bills that were not approved to be paid at March meeting were paid.
3. Treasurer report process - will still have issues at this upcoming board meeting because didn't receive all info or responses
4. Upcoming committee meetings / reporting timeline - new committee meeting structure in place next month per meeting with Diane and chairs (committee meeting second week of each month and reports sent to Diane by end of that week)
5. Other

∇ Attorney's office still has balance past due on invoice - confirm that it has been paid.

∇ A resolution has been drafted to add additional person to sign checks.

∇ Committee requested follow up from staff on items noted above

Policy and Governance Committee

April Report

The committee reported that they finished up the Board Orientation Manual. It is finalized with our updated By-laws and corrections/suggestions from board members. The final copy will be put in Dropbox and sent to our newest board member, Ericka Uter.