

**ASBURY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

May 19, 2022

MINUTES

Call to order at 5:05pm

Attendees:

Board Members: Diane Shelton, Angela Ahbez-Anderson, Kerri Martin, Jennifer Souder, Jan Sparrow, Werner Baumgartner, Greg La Sala

Motion to open Public Participation opened at 5:07pm: 1st: Jen Souder. 2nd Greg LaSala.

Motion to close Public Participation closed at 5: 08pm. 1st: Jan Sparrow. 2nd Jen Souder.

Motion to approve minutes. 1st: Greg LaSala. 2nd Kerri Martin. Abstain: Jan, Werner.

Treasurer's Report: Started with review of April P&L document. We are under budget across the board. 2nd item to review is the bill list which was also emailed.

Motion to open the bill list. 1st: Jan Sparrow. 2nd: Greg LaSala. All in favor.

Discussion: Greg asked about the petty cash that we talked about last month. He expected to see something payable to Kathleen this month. Jen met with Kathleen but she doesn't know where it shows up on this bill list. Kathleen was paid by check for 215.97. The utility bills have been paid under our new plan. Werner asks whether there is a sewer bill since the library is a city building. The library doesn't receive a sewer bill.

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

Committee Chair Reports:

Buildings and Grounds: Greg and Werner met with Kathleen and did a complete walk-through. Issues with water infiltrating. HVAC concerns. Werner brought in Conover Management. They are going to write up a proposal. They would work by commission. They would bring the contractors in. The board would pick from the bids. The board would also work with Shaklee to make sure they are within the state's legal threshold. Kathleen has a vision of moving some of the stacks but this would involve structural engineering because the stacks hold up the upper floors.

Angela asks if Vicente will still be on staff. The answer was yes.

Werner reached out to Oceanside. All 6 units are operational. They need a spring start-up service. Werner will talk to Kathleen about this. An electrician is going to come to evaluate the wiring next week. We might not need to spend 30K on new air handlers. They are good quality and might not need to be replaced.

Budget and Finance: When Kathleen returns, they are going to meet to do the 6-month review of the budget. They will look at each category in detail.

Personnel: Jan met with Kathleen. She is following the state guidelines and meeting with employees to see where they stand. There is a section in the trustee's manual. Kathleen is facing the task of organizing this place. She is trying to follow the guidelines. Diane said we need to do an evaluation for the director.

Policy and Governance: Did not meet.

Strategic Plan: Jan has an initial set of questions to give to committee members.

Library's Director Report:

In Kathleen's absence, Diane reported that all of our fire inspections are up to date and paid.

Diane also reported about the new hires. The social worker we are going to wait on. The secretary and bookkeeper are going to be posted. Planning on going to sovereign bank in regard to signatures.

Old Business:

Jen mentions at the bottom of the bill list that there is a note that board action is required for giving a donation to the church. Jan said that the church doesn't expect a donation. We could make a donation to the United Methodist church. They can't charge for the lot.

Motion to make a \$250 donation to first United Methodist Church for allowing staff to park: 1st: Angela Ahbez-Anderson. 2nd: Greg LaSala. All in favor.

New Business:

Motion to open public participation at 5:48pm. 1st: Jen Souder. 2nd: Werner Baumgartner. All in favor.

Rita Marano: She has lived here since 1967. Her kids grew up at the library. We need to do some marketing. People go to ocean township for computers and DVDs. She thinks the library isn't being run right. People can go across the street to read a book. We need to have more programs and activities. She wants to know how it is funded.

Jen Souder explained that the library is funded through what is called 1/3 mill. It comes from the city budget. It is a percentage of the property taxes. The city could give us more but they can't give us less. That is our main funding. We do get different grants. Diane explained that the board is the governing body. There are nine board members. 7 are appointed by the mayor. 2 are represented by the mayor and the superintendent. Our 2022 budget is about \$863,000. Diane explained that improvements had already started. We are promoting and advertising.

Rita Marano: We should have the meetings at city hall so more people who come and maybe volunteer.

Denise Nadel: Just moved back to AP after 35 years. She is hoping that the library will thrive again. Other libraries have programs.

Rita Hoffmann: Stated that it has been a rough year. We are moving in the right direction. She wants to know what the issue is with the stairs. Werner said that we may replace it with wooden stairs. Also wants to know how the building management is going to handle A/C. Werner said they are going to come on June 13/14 to do the spring start-up and make sure everything is working.

Rita Hoffmann: Glad about the church donation and the butterfly garden. She also wants to make a donation to the shade tree commission for all the work they did.

Items from Individual Board Members:

Angela Ahbez-Anderson: On Saturday June 18th, the AP Dems and other partners are having a Juneteenth celebration at Springwood Park. Car parade, BBQ, face-painting, health screenings.

Diane Shelton: Neptune is also having activities. They will be joining AP activities. Music in the park starts on Monday, June 27th.

Jen Souder: Thank you to the staff for the butterfly garden. AP-AMP is having a cocktail event on June 5th at the Blackbird Commons. TheTurf club series will happen again on Tuesdays starting July 5th.

Motion to adjourn at 6:08pm. 1st: Angela Ahbez-Anderson. 2nd: Jen Souder. All in favor.

**Director's Report
Board of Trustees Meeting
May 19, 2022**

A. COVID-19 and Service Update

We continue to monitor cases and CDC recommendations.

B. Events and Outreach

Library Events & Programs

Children Programming

Story and Crafts for grades K-5 on Wednesdays at 3:00 pm

- June 1st - Summer Fun

Summer Reading Program - "Oceans of Possibilities"

- Story and Crafts - July - August

Adult Programming

Monthly Fiction Writer's Group for ages 16 and older on the 4th Monday of the month at 6:00 pm.

- May 23rd
- June 20th
- July 18th

No Pressure Book Discussion Group for adults

- May 19th at 10:00 am

Teen/Tween Programming

Youth Book Club on Saturdays at 10:30 am - 11:30 am starting May 28, 2022

- May 28th - Friendship
- June 25th - Bravery & Courage
- July 23rd - Other Worlds
- August 27th - Growing Up

Video Game Night - Wednesdays at 5:30 pm - 7:00 pm starting April 20, 2022