

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

**Minutes**

**May 26, 2021**

**1. Call to order @ 9:01am**

**Attendees:**

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

Staff: Kathleen Melgar

Attorney: Richard Shaklee

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

Diane said that the agenda was not prepared in collaboration with the board. It was submitted on Friday, May 21 to Diane. The city would like the agenda beforehand. Diane spoke with Sonia Spina about this.

**3. Public Participation:**

*Motion to open to Public Participation: 1<sup>st</sup>: Kerri. 2<sup>nd</sup>: Jan. All: Yes*

*Motion to close to Public Participation at 9:08am: 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Angela. All: Yes*

**4. Minutes of the Meeting of April 28, 2021**

*Motion to approve minutes: 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Angela. All: Yes*

Discussion: Jan recalled discussing the fact that Mr. Stewart had publicly divulged personal information about a board member. Jan said that she felt it was inappropriate. She will rewatch the video before approving the minutes. Jan will submit to the secretary what she wants added to the May minutes.

*Motion that we put off approving minutes until the June meeting: 1<sup>st</sup>: Jan 2<sup>nd</sup>: Angela. All: Yes.*

**5. Treasurer's Report and Bills**

Kathleen had a couple of discussions with Mr. Stewart about the bill lists since there was some confusion about what Mr. Stewart was doing and what the staff was doing. Kathleen said Mr. Stewart sent out April bill list and P&L. There isn't anything to approve for this month. Diane said that the board made the motion that signatures be added. She brought this to the bank and was told that everyone had to report to the bank. Angela, Kathleen and Mr. Stewart will have to choose a day when they all have to go to the bank to sign. Angela asked if Mr. Stewart was on vacation. Kathleen said she is not back from maternity leave but is doing some work regarding the re-opening plan and the audit. Diane asked if we tabled this are bills going to be tardy. Kathleen needs to follow up with Mr. Stewart. Anita said there is still information from Mr. Stewart that the committee is waiting for. Jan suggests that we call a special meeting.

***Motion to set a special meeting to go over specifically the bill list and payment on Wednesday, June 9<sup>th</sup> at 9am via Zoom. 1<sup>st</sup>: Diane 2<sup>nd</sup>: Anita. All: Yes.***

## **6. Treasurer's Report & Bills**

Discussion: Kathleen stated that she was going to make a quick report. She had a couple discussions with Mr. Stewart regarding training staff for this. One staff member is out with COVID. She was in charge of putting bills into Quickbooks. There aren't any bills to approve for this month. She also isn't sure about payments for this month. She will have to check with Mr. Stewart when he gets back. Diane went to bank and was told that everyone had to report to bank. Everyone whose signature was on there. The bank employee had to check and get back to Diane about who needs to be in attendance to sign the signature card. We have to choose a day when everyone can go to the bank to sign. Kathleen reported that Mr. Stewart is out until next week. Jan asked if Kathleen is back from maternity leave. Kathleen said no but she has been coming in a couple days a week. Jan said she feels uncomfortable about this.

***Motion to table the Treasurer's Report: 1<sup>st</sup>: Jan 2<sup>nd</sup>: Anita. All: Yes***

## **7. New Business**

### **A. COVID-19 Library Reopening Plan**

Kathleen submitted their reopening plan for Phase 4. They spoke to Donna and City Hall is opening to the public for June 1<sup>st</sup>. Computer use and browsing of the adult collection will be available. The children's library will be by appointment only. The ESTS commission is cleaning up the side patio so that story time can be hosted there. They are hoping to maintain same hours. 9-5 MWTF. Tuesday 11-7. Saturday 10-3. They purchased a charging station for customers. Kathleen said that somebody is out sick with Covid right now. They have permission to revert back to curbside if there are staffing issues. Werner said that we have been asking for months why the library isn't open. He asked why all of the sudden are we opening. Kathleen said that most of the staff is now vaccinated and they feel like they are prepared and comfortable. Jan asks about how many staff members are needed. Kathleen said they are just going to focus on the adult library. They would need at least 4 staff members for in-person services. They are still going to require staff and customers to wear masks. Diane asked if they considered being open for two nights. Kathleen said that eventually they would like to go back to their old schedule which would be to add another late night. Kathleen would like permission to submit this plan to Sonia Spina. Jan would like the Buildings and Grounds committee to step into the library on Friday. Can the committee come in and make sure everything is in working order? This will be brought up later in the meeting.

**B. Personnel Matter – Kristen Szymanski.** Kathleen said that Kristen presently works at the library and is going back to school for library science. There is a proposal to award her a similar scholarship to what Kathleen was doing. Currently, there are 3 librarians: Kathleen Melgar, Robert Stewart and Linda Keane. Upon Mr. Stewart's retirement, they would like to still have 3 librarians. Diane asked how long she has been there. She has been there for about a

year stated Kathleen. Kathleen can send us her resume. Angela questioned if other staff members were interested in the position. Kathleen said that it requires a master's degree and there aren't other staff who want to pursue a library degree. Angela doesn't want any staff to feel overlooked. Anita questioned why we wouldn't just hire somebody who already has the credentials. Kathleen said that they want to offer this scholarship to somebody in-house. They didn't have to train her since she has many years of library experience.

C. Personnel Matter -- Robert W. Stewart. Kathleen said that he submitted his application for retirement. His last day will be December 31, 2021. The paperwork was in the packet. Werner asked how that works with his vacation days. Kathleen knows that he has vacation days and comp time. A discussion needs to be made with the board. Angela said that can we be sure that Werner and Mr. Shaklee receive our packet for the June meeting. Werner also asked if we can receive prior packets. Kathleen will make sure that they go out soon. Mr. Shaklee said that he will compose something to this effect.

***Motion to postpone the discussion regarding Mr. Stewart's personnel matter: 1<sup>st</sup>: Jan 2<sup>nd</sup>: Werner All: Yes***

C. Personnel Matter -- Kathleen Melgar: She had a discussion with Donna to review this resolution to present to the board. She said it's not necessary. It's a civil service process. Kathleen said that she is interested in the position.

## 8. Old Business

### A. Audit of 2020 Financial Records.

Kathleen said they are still working with the auditor. There were a few invoices that the auditor requested and an explanation was needed. Kathleen is not sure of the status but said that the audit is still going on. She will follow up with the auditor. Diane asked if timely deposits have been made. She said there were a couple days when a staff member was out sick and another staff member needed to catch up.

## 9. Committee Reports.

A. Budget and Finance: Report attached. Kathleen can address the concerns about specific invoices and can get the information out to the committee.

B. Buildings and Grounds: Werner said that there isn't much to report since they have been denied access. He did reach out to Conover Property Management and they are quite eager to. The key element is getting into the building. Kathleen said that she can meet after 10am on Friday but has to check her mom's schedule.

C. Personnel: Jan is wondering whether the committee can have the evaluations. Mr. Shaklee said it is a proper function of the Personnel committee. He will send the evaluations to the committee.

D. Policy and Governance: Report attached. Diane wants to review the Order of Business and coming up with a standard agenda. Werner has a concern about the Collection Development Policy.

E. Strategic Plan: Jan signed up with Census Data

## 10. Director's Report.

- a. Emergency Repair of Entrance Steps: Kathleen doesn't have the quotes but is of the understanding that they are looking for someone to work on it as part of the re-opening plan. They contacted 4 people and 3 came out to look at the steps. One contractor said that they were unable to do the work. Werner reached out to Mr. Stewart to get access to look at the stairs from underneath. Werner thinks that the quotes are fluff without many details. Kathleen was present for 2 of the meetings and they went and inspected from the basement. The B&G committee will look at this on Friday. Angela noticed that the yellow tape is no longer there but Kathleen said that maybe it blew off. Werner suggests a barricade.

## 11. Items from Individual Board members

Diane Shelton: She emailed out the violations yesterday from the fire dept. We are still in violation. Angela said the report said that no much has been done in regard to removal of boxes and boxes. There will be a \$1500 fine. The violation was brought up on the screen. Mr. Shaklee confirmed that the payment is due by June 8, 2021. Jan said it is virtually impossible for Mr. Stewart to do this on his own. Is there an opportunity for us to bring a group in to do this work? Angela agrees with this. Werner said that maybe the property management company will have some ideas. Werner suggests that we take the money out of his salary. Mr. Shaklee is going to look into this before June 8<sup>th</sup>. Kathleen comments that the staff has had time to go through boxes but Mr. Stewart or Linda Keane only have permission to discard. The priority has been to weed through the stacks. Kathleen can report back as to how many books have been discarded but it won't include the boxed stuff. Kathleen said that they are ready to ship 50 boxes out to Better World. Kathleen said that the easiest thing to target is the materials in the hallway and in the basement. Kathleen comments that it is not lack of direction but the staff doesn't have the authority to discard books. Jan said we need to decide today what we are going to do because we can't continue to pay \$1500. Angela asks if we can ask him to retire sooner. Mr. Shaklee said there is nothing we can do today. They had a meeting with the city yesterday but the details can't be discussed. Jan asks if we can issue a formal warning to Mr. Stewart along the lines of if something isn't done by a certain date, we will put something in his file. Angela questions as to whether we should be talking about this right now. Werner comments that he has extensive documentation about the accumulation of materials. On Friday, he can do a comparison and then make a decision. Diane asks if Werner can be present when the fire inspector comes back for re-inspection. Kathleen and Mr. Stewart have keys to certain rooms in the library which have valuable local history documents in it. Kathleen is going to tie access to the rooms into the fire inspection issues. Angela asked Diane if she can inform the fire inspector that there are rooms that she may not have had access to. Werner asks if the

staff is being intimidated by Mr. Stewart. Mr. Shaklee doesn't have a legal answer. Angela says that we have to be careful as to what we say here because it is a public meeting.

***Ericka left the meeting at 10:59am.***

Werner Baumgartner: Werner is concerned about Mr. Stewart continuing to harass him. He believes it is completely illegal. The board hasn't sent anything to stop him. There is a privacy act of 1974. The fact that he investigated my personal information and published it. Diane said this was brought up at the city meeting yesterday. Mr. Shaklee thought that the privacy act applies to the federal government. Jan said that Mr. Shaklee should add that he should cease and desist.

***Motion to adjourn at 11:04am: 1<sup>st</sup>: Angela. 2<sup>nd</sup>: Jan. All: Yes.***

# Committee Reports

## Budget and Finance Committee Report

### **APPL Board Budget & Finance Committee Meeting**

Thursday May 13 2021 @ 2pm

Attendees: Jen Souder, Werner Baumgartner, Anita Weiner, Diane Shelton

### MINUTES

#### **1. Bill list update & process**

Jennifer sent email 5/10/21 (attached) with the committee's questions regarding invoices that staff submitted in response to board request for invoices associated with 3 bills listed on March & April bill lists for approval. No response received at this time.

Committee is concerned that we are not getting the info we need to provide fiscal oversight.

The payment of the three bills indicated is still not approved.

#### **2. Audit**

Committee discussed where the library is in the audit process for 2020 and concerns about not having enough information about the process to know if issues regarding finance reports, etc.

#### **3. Resolving past reports not approved**

As noted in board meeting minutes, the finance reports for majority of 2020 were not approved by board and the board requested staff to provide more detailed information regarding library collections materials purchased. The information associated with that request has not been received so the finance reports have not been approved.

#### **4. Budget categories update**

As noted in the board meeting minutes, several expense categories were modified / added but some of these changes are not yet reflected in the reports provided by staff.

#### **5. Finance reports - format & May meeting**

Issue of past reports not being approved and issue of syncing check detail with summary still not resolved. When Jennifer received May check detail and summary from staff, she will forward to budget and finance committee as she cannot attend and report at May 2021 meeting due to work conflict.

#### **6. Signature resolution**

The resolution to add check signatories has not been signed yet.

Once signed, Diane will take to bank and complete process with bank for additional signatories on checks per the resolution adopted by board.

#### **7. Other**

General discussion concerning lack of response and committees ability to provide fiscal oversight.

### **Policy and Governance Committee Report**

#### **May report**

The committee reviewed its accomplishments over the past couple months to make sure we didn't leave any loose ends. The Board Orientation Manual was finalized and sent to our newest board member. There is an updated version of our by-laws which includes the 4 resolutions which were enacted this year. Signed copies of the resolutions were put into Dropbox. The committee also reviewed the status of our committees and their respective chairpersons and members.

The committee started planning for future projects. The next policy that the committee will work on is a Public Use Policy for the library. We also discussed the idea of a board retreat. The committee chairperson has been in contact with Pat Richter who is the Director of PRQuickhelp Nonprofit Consulting and Coaching. We will be discussing with her the logistics and goals of having a board retreat. We anticipated this happening sometime between October 2021 and January 2022.