

**BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
500 FIRST AVENUE ASBURY PARK, NJ 07712**

**Board of Trustees Meeting  
DRAFT MINUTES  
June 15, 2023 5:00 pm**

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**Call to Order**

Board President Diane Shelton called the meeting to Order at 5:05PM and announced the meeting has been advertised in accordance with the Open Public Meetings Act.

**Attendance:**

Diane Shelton

Kerri Martin

Kimmy Taylor

Greg LaSala

Angela Ahbez-Anderson

Absent:

Werner Baumgartner

Jacki Sharpe

Jan Sparrow

Jen Souder

Staff:

Kathleen Melgar

Nico Belott

**Special Presentation - NJLA Conference Staff Presentation**

Staff members Kristen Szymanski and Nico Belott presented on the NJLA sessions they attended.

“Sustainable Safety - Self- Defense in the library” “Sustainable thinking simplified” “State of Intellectual Freedom” “When Subject Headings Go Bad” “Increased Access to Digital Collections” “Toss it? No way! Fix it at a Repair Cafe!” “Reader’s Advisory for Library Staff” “Big Events for Small Libraries” “Bookbike Storytime Hoboken Public Library” “Empowering Staff through Google”

**Public Participation**

***Motion to open public participation by Greg LaSala at 5:37PM, seconded by Kerri Martin. All in favor, motion carried.***

***Motion to close public participation by Greg LaSala at 5:37PM, seconded by Angela Ahbez-Anderson. All in favor, motion carried.***

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**Approval of Minutes**

May 18, 2023

***Motion to accept the minutes of May 18, 2023 by Greg LaSala, seconded by and Kerri Martin. Diane Shelton, Angela Ahbez-Anderson and Kimmy Taylor abstained, motion carried.***

**Treasurer's Report & May Bill List**

Treasurer's Report

Greg LaSala presented the P&L and May Bill list. Kathleen Melgar brought up one bill of note. There is an outstanding balance with Verizon dating back to 2019. There was a dispute in the past regarding ERATE reimbursements. Greg LaSala mentioned reaching out to Verizon to negotiate the balance since the budget was not prepared with this information.

***Motion to approve the bill list with the caveat that library staff reach out to negotiate with Verizon by Kerri Martin, Seconded by Greg LaSala. All in favor, motion carried.***

**Board President/ Vice-President's Report**

Board President Diane Shelton shared that there is no report this month. Board Vice President Greg LaSala shared that he sent Google calendar invites for all committee meetings. He will continue to add other committees to the calendar. Mr. LaSala also shared calendar invites to remind everyone to send reports in advance for the packet. For increased efficiency, Greg suggested creating a template for committee meeting notes.

**Committee Chairs Members and Reports**

Buildings & Grounds

Greg LaSala reported that the committee is still waiting on the quote with pricing. Assistant to the Director, Nico Belott shared that he will upload the latest proposal document from T&M which had a bundled price. He said that he will follow up and ask for a breakdown so that the board can select projects based upon the 2023 budget.

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Budget & Finance

No report.

Personnel

No report.

Policy & Governance

Kerri Martin reported a conflict with the Board of Education meetings. In addition, she asked about the minutes in the google drive, wondering who has editing permissions and how board members can share comments. There was a discussion related to submitting virtual public comments for meetings in the future. The committee has reviewed the finance policies. In doing so they requested library staff upload appropriate documents and develop policies related to the state's records retention policy, the annual RFP process and the formal bid process. Additionally the collection development policy and reconsideration form are of interest to the committee. They would like to review these specific policies by their meeting on July 7th.

Strategic Plan

No report.

**Library Director's Report**

Executive Summary

Library staff have continued to focus on collection development and weeding. A greater emphasis has been placed on the Junior room because of the creation of a young adult section. Shipments continue to be sent to Better World.

Events and Outreach

Summer reading has started this month including a variety of programs and giveaways. We are working with Sonia Spina and other contacts to get information out to the kids in the community. The library is also involved with the North to Shore festival. Also, the library is continuing to participate with the Mayor's Wellness Committee. The library will help out with the Launch Center's expungement workshops. Nico Belott and Kathleen Melgar attended the Launch Center opening and will continue to attend the workshops.

ERATE

In July the library will start a new network maintenance agreement.

Personnel and Civil Service

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As for personnel there is a pay raise memo for Nina Kenney. Nina is doing programming for toddlers, kids and young adults as well as assisting with collection development with Linda Keane. If the board approves the increase this will go to the city.

***Motion to approve Nina Kenney's pay increase by Kerri Martin, seconded by Angela Ahbhez-Anderson, all in favor, motion carried.***

All full time staff need to apply for their positions through civil service because in the Civil Service portal, staff are listed as provisional employees.

Incident report

There was an incident this week, but no patrons were exposed. The employee involved handled the situation appropriately. Library Director Kathleen Melgar met with the employee Monday. The staff social worker was involved. Kathleen provided the employee with the EAP program with someone to talk to if they needed.

**Old Business**

Library Salary Ordinance – New Titles

No Updates. We would like to present two titles at once when ready.

Research of APPL Foundation

The First Financial account had been dormant for a number of years. Kathleen now has a contact at the bank who activated the account. Ms. Melgar cannot set up an online account because the account was never set up with checks so she will need to go to a bank branch in person with two forms of ID and a utility bill.

Migration of Email and Cloud Services to Google

Nico Belott can help anyone get set up who is not yet.

2022 Audit

No updates yet.

Air Systems Contract

The proposed contract was sent to the board attorney. Air systems replied to the attorney's notes. Kathleen Melgar read their comment about a public bid to the board. Greg LaSala suggested reaching out to the city to review their contact with air systems. Kathleen Melgar suggested that when Nico reaches out to the City CFO, JoAnn Boos that he CC's Greg LaSala.

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Air Systems did come out to charge the units in late May and early June. The service worker was able to come out and get 5 of the 6 units working. One he suspects is leaking since it is a new unit and was almost empty. An air handler will likely need to be replaced and the new condensers do not match the air handlers. There was a discussion about replacing the present system and the anticipated cost of this work. Angela Ahbez-Ander suggested that the library look into community block grants as well as historical grants so that we could air condition the whole building. Kathleen Melgar suggested that splits could be used as well instead of installing full ductwork throughout the building. Greg LaSala recommended that the library discuss options with Air Systems.

**New Business**

AED

Kathleen Melgar shared that CPR training will be a part of staff development. The AED machine is ordered but it's arrival could take six months.

**Public Participation**

***Motion by Angela Ahbez-Anderson to open public participation at 6:30PM, seconded by Kerri Martin, all in favor, motion carried.***

***Motion by Angela Ahbez-Anderson to close public participation at 6:30PM, seconded by Diane Shelton, all in favor, motion carried.***

**Items from Individual Board Members**

Angela Ahbez-Anderson shared that Juneteenth is happening this Saturday in Springwood park from 12-4. A king and queen will be crowned.

Greg LaSala shared that the Asbury Book Cooperative has two openings on their board. This Saturday they will have different authors reading for the North to Shore festival from 11-5.

Diane Shelton shared that June 24th is Community Day at Springwood Park from 11-4. The event is geared for youth and parents to let them know all that is going on in Asbury Park.

**Adjournment**

***Motion by Angela Ahbez-Anderson to adjourn at 6:36PM seconded by Greg LaSala, all in favor motion carried.***