

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

June 16, 2022

MINUTES

Call to order at 5:19pm

Attendees:

Board Members: Diane Shelton, Angela Ahbez-Anderson, Kerri Martin, Jennifer Souder, Greg LaSala

Staff: Kathleen Melgar

Motion to open Public Participation at 5:20pm 1st: Angela. 2nd: Kerri. All in favor.

Motion to close Public Participation at 5: 21pm. 1st: Angela. 2nd Diane. All in favor.

Motion to approve the Minutes of May 19, 2022: 1st: Angela. 2nd: Kerri. All in favor.

Treasurer's Report and Bills – June 2022:

Discussion: No question on the P&L Budget Performance which shows the Jan – May 22 budget.

Second Document: Unpaid Bills Detail. The highlighted items are the ones that came after the committee meeting. Kathleen said the NJ American Water Bill for \$42.99 which is part of the pre-approved utilities will be added to the bill list.

Motion to approve the bill list with the addition of the NJ American water bill for \$42.99. 1st: Angela. 2nd: Diane. All in favor.

Committee Chair Reports:

- A. Buildings and Grounds: Greg reported that they gave Kathleen the go ahead to have Mike Chambers come in and do the electrical work that is needed to get the A/C working. Kathleen's recommendation is to go with him. His quote is \$3500. The committee was also ok with moving forward with getting Aspen Tree Experts to help preserve the cherry tree and remove the 4 cedars for \$2713.61

Motion to move forward with the contract with Aspen Tree Experts for \$2713.61. 1st: Jen 2nd: Greg. All in favor.

Motion to approve moving forward with the Mike Chambers estimate for \$3500. 1st: Jen. 2nd: Greg. All in favor.

- B. Budget & Finance: Jen reported that she sent out a report. The committee met and Kathleen put together a report called 2022 Budget Performance. They had a discussion at the meeting about Capital Improvements. It was clarified that nothing has been spent in 2022 on capital improvements. We are well within budget. There was another budget committee discussion about Library materials. Ours is now low at \$5, 823.26. The staff has been working on making

space and processing the backlog. Kathleen said the focus is to look at our collection and see what we need. They will meet our budget of \$12,500 by the end of the year. The committee also discussed categories to further refine them. The committee also talked about the policies needed after the audit. Greg is doing research about P-cards. Jen said there were a couple other things they talked about that are in the report: The contract renewal is coming up for Sirsi Dynex. There is also talk of joining LMXAC which is a consortium that offers tech support, cataloging, and inter-library loans. The contract needs to be reviewed and we need to reach out to LMXAC about membership fees.

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

Library Director's Report:

Kathleen updated a few items which are in addition to Director's Report that she emailed. Dungeons & Dragons for 18 and older every Tuesday of the month at 6pm on July 11th. The 2nd event was that Asbury Park Social Services will have mobile Office hours on June 27th 11am-12:30pm. Kathleen wants to note all the events and outreach that have been going on. The staff has been working hard on this. There are adult events, community partnerships and library card sign-ups going on.

Incidents: Safety concerns have recently been discussed. One incident is that the mail carrier has felt unsafe because of an individual's behavior. The staff has discussed how to handle this. There has been discussion about cameras, security and police. There needs to be talk about safety concerns in general. Angela said there is a gentleman in the park who has tantrums. It is scary. The police always come and take him away. Angela prefers it if the staff doesn't handle him. Kathleen said they are hoping that the partnership with social services will help. If they are not threatened, they call social services. If it is a threat, they call 911. Kathleen will follow the policies that are in place now but further discussion is needed.

Kathleen and Jennifer Cubias attended the NJLA Conference. She was impressed with the Hoboken model of having committees run smoothly and then meetings run smoothly. She will send her notes to Diane about the panel discussion

Mid-year Staff evaluation and library director evaluation from the staff will take place at the end of June.

Personnel matters: The first person to discuss is Vicente Corado. To increase his pay from \$15/hour to \$20/hour. He works 20-25 hours a week. We are under budget in Salaries and Wages so it wouldn't affect the budget.

Motion to increase Mr. Corado's salary from \$15 to \$20 effective June 1, 2022. 1st: Angela. 2nd: Jen. All in favor.

More personnel matters: Kathleen recommends that Jennifer Szymanski should be promoted to Senior Library Assistant and receive a salary of \$46,739 from her current position of Library Assistant.

Motion to promote Mrs. Szymanski from Library Assistant to Senior Library Assistant effective June 1, 2022. 1st: Diane. 2nd: Jennifer. All in favor.

Motion to go into Executive Session at 6:38pm. 1st: Diane. 2nd: Jennifer. All in favor.

Motion to open Public Participation at 6:42pm.

Motion to close Public Participation at 6:43pm.

Items from Individual Board Members: Diane announced that Saturday Oct 1st from 12-4pm there will be a festival in Springwood Park.

Tom Arnone wants to do a county-wide festival in Springwood Park.

Angela said Juneteenth celebration is on Saturday June 18th at 1pm.

Jen announced the sunrise walk on Sunday, June 26th.

Kerri talked about Play on Pine which starts on Friday, June 24th and continues all summer.

Motion to close meeting at 6:49pm. 1st: Angela. 2nd: Kerri. All in favor.