

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

July 21, 2022

MINUTES

Call to order at 5:01pm.

Attendees:

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

Staff: Kathleen Melgar

Motion to open public participation at 5:03pm. 1st: Angela Ahbez-Anderson. 2nd: Greg LaSala.

Motion to close public participation at 5:03pm. 1st: Greg LaSala. 2nd Jan Sparrow.

Motion to approve the minutes from June 16, 2022: 1st: Angela Ahbez-Anderson. 2nd: Jen Souder. All in favor. Abstain: Werner Baumgartner and Jan Sparrow.

Treasurer's Report & Bills – July 2022

Jen Souder announced we would look at the P&L report. Last month, we went over the 6 months to date. We are on track and about halfway there. Werner reported this is now reformatted. This isn't a big change from last time. Werner mentioned the Capital Improvements category and clarified that we haven't spent anything this year.

Next, the board looked at the bill list. Towards the end of the report, there are notes of items for review from the last time. Greg questioned the payment to Aspen and asked if it was just a partial payment. Kathleen said the original quote was \$2713.61. The bill was about \$381.39 more. They added notes about the grinding of the stumps. Kathleen said that this was the same with the MACO bill. The prices went up after last month's bill list.

The next items for review were under Invoice Notes and Revisions. One is for CDW Government which at the last meeting, the board approved for \$6119.83.

The Mike Chambers invoice was approved for \$3000 but they wanted a deposit so Kathleen sent them \$1750.

Jen mentioned that Life Storage is coming as an option to review for an annual contract. Kathleen wants to keep the storage unit because they don't have the room right now while they are cleaning things out. Kathleen needs to clarify with Life Storage about what is the yearly charge and what is the monthly storage. Kathleen will pull up invoices by tomorrow.

Motion to pay \$5568.00 for the yearly contract with Life Storage. 1st: Angela Ahbez-Anderson. 2nd Jen Souder. All in favor.

Motion to approve the bill list as presented. 1st: Greg LaSala. 2nd: Diane Shelton. All in favor.

The board proceeded to the section Quotes for Review. Kathleen stated that she hasn't made any progress with the laptop purchase because we might not need all of them.

In regard to Outdoor book return quotes, Kathleen stated that the staff and many patrons would like an outdoor book drop. She has looked at a couple of different versions. Kathleen suggested the model that holds 250 books. Discussion was had about different versions and scenarios.

Motion to approve the payment of a book deposit box, the Brodart Kinsley 30 C-Series, for \$4,547.55: 1st: Angela Ahbez-Anderson. 2nd: Jen Souder. All in favor.

Board President's Report:

BOT Training: Diane stated that the board is required to have a minimum of 7 hours of Library Education. We need 3 trustees to choose training by the end of the year. Let Diane know so we can keep track. There is also a link to pre-recorded training.

Board retreat: We tried to get it going but weren't able to do that. We will have outside presentations instead.

Library Director's Evaluation: We need to get her evaluation completed by the end of 2022.

August meeting: Suggestion that we don't have an August meeting but we do have to make sure the bill approval process is in place. Discussion was had as to how we will get the August bills paid. We will have a short meeting via Zoom on Thursday, August 18th at 5pm to just go over the bill list.

Motion to change the August meeting to a Zoom format and the only item on the agenda is the bills list: 1st: Angela Ahbez-Anderson. 2nd: Jen Souder. All in favor.

Ericka Uter is resigning from the board. Discussion was had about how the process is to bring on a new board member. Diane has a call to the mayor and the city manager.

Committee Reports:

A. Buildings & Grounds: Werner reported that the trees have been cut down. The sidewalk has been repaired. The A/C is still a problem. Kathleen has a better handle about A/C and racoons. Kathleen reported that Mike Chambers was at the library yesterday but there was an incident involving a leaky unit. Oceanside came today to charge one unit. We have 2 operational units out of 6. Kathleen will call Chambers tomorrow. The guy who came today is concerned about the old air handlers. We have one new air handler. 2 are working. 2 have a problem outside. 2 have a problem inside. We should get bids from other people. It is in our capital improvement budget. Kathleen will reach out to 2 other companies.

Regarding the raccoon problem, they are recommending putting in a one-way gate and then closing the holes with galvanized steel. There is a quote for \$900.

Motion to approve the payment to Coastal Wildlife Removal for \$900 to work on the raccoon removal. 1st: Jen Souder 2nd: Angela Ahbez-Anderson. All in favor.

B. Budget and Finance: Did not meet. Jen said they will meet again in September to prepare 2023 budget.

C. Personnel: Kathleen reported that there are a lot of applicants for the positions. They did the first round of interviews. Just going through the applications and hoping to fill the positions.

D. Policy and Governance: Did not meet.

E. Strategic Plan: No report. Jen Cubias called a meeting with Jan to start the Strategic Planning process. It is a pre-planning meeting. The goal is to have it by June 2023. Trying to figure out how to get people who don't use the library. August 4th is the next meeting at 1:30pm.

Library's Director Report:

Kathleen reviewed all the Adult and Children Programming that has been happening all summer.

There were 3 incident reports. One was regarding library closures because of no A/C. The second was regarding Rita Hoffman's injury on the sidewalk. The third was regarding the raccoons in the attic.

E-Rate Form 471: Additional Information has been requested. Working with Funds for Learning consultants to file information.

Continuing Education and Evaluations: Kathleen is taking ALA – Public Library Director's starting online in August. There will be staff 1:1s in August along with a quarterly staff meeting.

2 resident patron concerns: Jordan Modell expressed concern that he feels that the library is not transparent enough. He didn't understand why we can't process certain book requests. He requested a book over \$100. He sent in his concerns and wants to know what we are spending our money on.

Another resident wants us to contact the Monmouth County Library Director about us becoming a branch.

Local Government Energy Audit: Yvonne from DPW received an award for some classes she took about energy conservation. Thinking about removing drop ceilings in children's library. The LGEA report is forthcoming.

Bank Signature Cards: Need to go soon.

Old Business:

Werner asked about reports on the clean-up. Kathleen can have something for the September meeting regarding what has gone out and been discarded.

Motion to go into Executive Session at 6:45pm. 1st: Jen Souder. 2nd: Angela Ahbez-Anderson. All in favor.

Motion to come out of Executive Session at 7:30pm. 1st: Jan Sparrow. 2nd Greg LaSala. All in favor.

Items from Individual Board members:

Werner Baumgartner talked about the cancer therapy he is going through currently.

Angela Ahbez-Anderson announced that she is running for City Council.

Kerri Martin encouraged everyone to fill out a Participatory Budget application.

Motion to adjourn at 7:35pm 1st.; Angela Ahbez-Anderson. 2nd Jen Souder. All in favor.