

BOARD OF TRUSTEES
ASBURY PARK PUBLIC LIBRARY
500 FIRST AVENUE ASBURY PARK, NJ 07712
January 19, 2022 5:00 pm

APPROVED MINUTES

Call to Order

Motion by Kerri Martin to open meeting at 5:05PM Kerri Martin, seconded by Jacki Sharpe. All in favor, motion carried.

Moment of Silence

Statement by President

In accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6, P.L.1975. Chapter 231, the Asbury Park Public Library has provided adequate notice by sending a notice of the time, date, location, and to the extent known, the agenda of this in-person meeting to the Asbury Park Press and The New Coaster on January 12, 2023. Copies of this notice have also been placed at the City of Asbury Park and the Public Library's websites and bulletin boards.

Attendance

Diane Shelton, President
Greg LaSala, Vice President
Kerri Martin, Secretary
Jen Souder, Treasurer
Jacki Sharpe
Werner Baumgartner

Absent: Angela Ahbez-Anderson

Staff:

Kathleen Melgar, Director
Nico Belott, Recording Secretary

Public Participation

Motion by Diane Shelton to open public participation at 5:07PM, seconded by Greg LaSala. All in favor, motion carried.

Motion by Greg LaSala to close public participation at 5:07PM, seconded by Werner Baumgartner. All in favor, motion carried.

Minutes

Minutes from Nov. 28, 2022 special meeting tabled.

Motion by Jen Souder to approve minutes from December 15th, seconded by Jan Sparrow Werner Baumgartner and Greg LaSala abstained, motion carried.

Motion by Diane Shelton to approve minutes from Jan 5, Greg LaSala seconded. All in favor, motion carried.

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Treasurer's Report & January Bill List

Profit and Loss

Treasurer Jen Souder presented the Profit and Loss report from fiscal year 2022.

Greg LaSala asked if income is budgeted for 2023. Additionally, Greg LaSala asked if roll over income should be treated as current year revenue. Kathleen said we can ask the auditors about the rollover line. Jennifer Souder reminded staff of renaming the "Board" account to "Library Revenue" in QuickBooks for clarity.

Unpaid Bill List

Jennifer Souder presented the Unpaid Bill List dated January 19, 2023.

Werner Baumgartner asked if the bill list could be organized by category instead of vendor for easier understanding. President Diane Shelton asked if other board members wish to have the bill list reorganized by category. Other board members did not wish to see the bill list reorganized. Jennifer and Greg referred to the Profit and Loss since income and expenses are organized by categories. Jennifer also expressed that she uses the Unpaid Bill List report to cross reference vendors and amount prior to signing checks. No action was taken.

Motion by Jan Sparrow to approve the Jan. 19th bill list, seconded by Greg LaSala, Werner Baumgartner abstained, motion carried.

Board President's Report

Diane Shelton recognized the Board, the director and the staff's hard work in 2022 and set expectations for the new year. Diane emailed the superintendent and is still waiting for a response on their appointment to the Board. She also reminded the board of the appreciation luncheon scheduled for January 20th at the Brookdale Community College Culinary school. Diane reported on trustee check-ins and NJTA membership renewal.

Appointment of Committee Members and Committee Reports

The Board reviewed the document listing committees and updated the members. Janice Kroposky, Superintendent Representative, and Ericka Uter, Mayor's Appointment, were removed.

Buildings & Grounds

Members: Werner, Greg, Jennifer (Alternate)

No report.

Budget & Finance

Members: Jennifer and Greg

Report: Jennifer presented Resolution 2023-2 that establishes a Capital Funds Plan and reserves rollover funds. Typically this is not necessary if the rollover is under 20% but we want to prepare this resolution as a safeguard.

Motion by Jan Sparrow to approve Resolution 2023-2, seconded by Werner Baumgartner. All in favor, motion carried.

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Personnel

Members: Jan, Angela, Jacki

Report: Jan reported she plans to set up a meeting with Kathleen and will have a formal review process in place to present on by the end of 2023.

Policy & Governance

Members: Kerri, Greg, Angela

No Report

Strategic Plan

Members: Jan, Jacki, Werner

No report.

Library Director's Report

Kathleen summarized events happening at the library. She made note that AARP will be starting free tax aide February - April. She informed the Board of her priorities, old and new business including: ERATE, fire inspection, NJ State Library Annual Report, 2022 Audit, and Santander Bank signature cards. Kathleen notes a correction to her report that the AP Historical Society meeting is scheduled for January 19th at 7pm and not January 26th. Jacki Sharpe recognized the library's efforts to promote library programs and services. She noted the program information has been getting out into the community.

Old Business

Library Salary Ordinance

Kathleen reported a conversation is still pending with Donna Vieiro, City Manager to include the library employees in the city's salary ordinance.

Research of APPL Foundation

Kathleen informed she presented information to Richard Shaklee, Board Attorney. His assistant, Nicole Bennis, has reached out to the state to get all the paperwork that was submitted. Once we have received that information Kathleen will go to the bank to get a full picture of what is going on with the foundation.

Director's Evaluation

Jan discussed this in the Personnel Committee report.

Capital Improvements Resolution for 2023

Jennifer presented the Resolution during the Budget and Finance Committee report.

Local Government Energy Audit (LGEA)

Jennifer explained that all the city facilities have been audited and that this information will assist us in advocating for the library, especially because there is money attached.

New Business

Library Appreciation Lunch

Diane presented the Luncheon information during the President's report.

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Board Assistance with Meeting Packet

Jan presented the idea of a trustee taking over the preparation of the monthly packets. Greg LaSala volunteered to set a schedule to collect committee reports on Tuesday - a week before the board meeting. Discussion included an agreement that the Wednesday a week prior to the board meeting, the President, Vice President and Director refer to minutes and committee reports to create the agenda for the meeting. Greg would distribute the packet on Thursday a week before the meeting so everyone can access the materials a week in advance.

Werner Baumgartner suggested creating a policy of presenting minutes a week after the board meeting. Diane Shelton suggested that individual board members need to submit materials in advance if they wish to discuss new topics or propose a new policy.

Public Participation

Motion by Jan Sparrow to open public participation at 6:06PM, seconded by Kerri Martin, all in favor, motion carried.

Motion by Jan Sparrow to close public participation at 6:07PM, seconded by Greg LaSala, all in favor, motion carried.

Items from Individual Board Members

None were presented at the time.

Adjournment

Motion by Jacki Sharpe to adjourn at 6:07PM, seconded by Jan Sparrow. All in favor, motion carried.

Motion by Diane Shelton to reopen the meeting at 6:11PM, seconded by Jen Souder. All in favor, motion carried.

Diane informed the Board she was being honored on Saturday February 26th at the Black Excellence Ball. There was a discussion about purchasing tickets so Trustees and Staff can attend.

Motion by Jen Souder to purchase a ticket for board representation at the event. Jan Sparrow seconded the motion. All in favor, motion carried.

Werner Baumgartner also reminded the Board he was supposed to be awarded a plaque for saving the oldest records of Asbury Park 40 years ago. The Board President at the time, Frank D'Alessandro, approved it.

Motion by Jacki Sharpe to adjourn the meeting at 6:17PM, seconded by Greg LaSala. All in favor, motion carried.