

BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
500 FIRST AVENUE ASBURY PARK, NJ 07712  
**February 16th 2023 5PM**  
**APPROVED MINUTES**

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**Call to Order**

Board President Diane Shelton called the meeting to order at 5:06PM and announced the meeting has been advertised in accordance with the Open Public Meetings Act.

**Attendance**

Diane Shelton, President	Werner Baumgartner
Greg LaSala, Vice President	Absent: Kerri Martin, Secretary
Jen Souder, Treasurer	Staff:
Angela Ahbez-Anderson	Kathleen Melgar, Director
Jacki Sharpe	Nico Belott, Recording Secretary

**Public Participation**

***Motion to open public participation by Angela Ahbez-Anderson at 5:07PM, seconded by Greg LaSala. All in favor, motion carried.***

***Motion to close public participation at 5:07PM by Angela Ahbez-Anderson, seconded by Jan Sparrow. All in favor, motion carried.***

**Approval of Minutes**

August 18, 2022

***Motion to approve August 18, 2022 Minutes by Angela Ahbez-Anderson, seconded by Greg LaSala. Werner Baumgartner abstained. Motion carried.***

November 28, 2022

***Motion to approve November 28, 2022 Minutes by Angela Ahbez-Anderson, second by Jan Sparrow. Werner Baumgartner abstained. Motion carried.***

January 19, 2023

***Motion to approve January 19, 2023 Minutes by Angela Ahbez-Anderson, seconded by Jacki Sharpe. Angela Ahbez-Anderson abstained. Motion carried.***

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

JS Report P&L

There was a discussion regarding labeling certain expenses as capital expenses. Two questions came up, one if the library should use the same threshold as the city when it comes to capital expenditures. Another discussion came from a second question about recording depreciation of capital assets in QuickBooks. Treasurer Jennifer Souder asked the account clerk, Nico Belott, about meeting to properly record these assets and possibly using a federal depreciation worksheet. Vice President Greg LaSala requested a balance sheet with the treasurer's

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report. There was a question about the tuition reimbursement check and if the library anticipated that payment. Director Kathleen Melgar responded that this was an anticipated and budgeted expense.

Bill List

There was a discussion about monthly pest management expenses. Werner Baumgartner asked if we still have pest issues. Library Director Kathleen Melgar reported an issue with some birds in the upper office and a raccoon, suggesting there might be an issue with the third-floor window. Mr. Baumgartner said that the building and grounds committee will meet next week to discuss this concern among others.

***Motion by Angela Ahbez-Anderson to approve the Bill list, seconded by Diane Shelton. All in favor, motion carried.***

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

Board President Diane Shelton informed the Board that she reached out to Dr. Adams for the third time regarding the superintendent's representative. Werner Baumgartner expressed that this is the City Clerk's purview. Diane Shelton will reach out to the City Clerk.

Vice President Greg LaSala asked the board if the PDF packet he compiled was worth the effort and if there were any comments or questions. Mr. LaSala also informed the board that recording secretary Nico Belott will make an effort to upload draft minutes into the Dropbox a week after the meeting.

The board collectively recognized and expressed appreciation for Mr. LaSala's efforts.

**Committee Chairs Members and Reports**

Buildings & Grounds

Chair Werner Baumgartner expressed that on February 23 at 11AM the committee will meet, compile a packet and do a walkthrough of the Library. They will prioritize certain repairs and make recommendations to the board.

Budget & Finance

Treasurer Jennifer Souder said there is no report.

Personnel

Chair Jan Sparrow met with Kathleen Melgar on February 16 to discuss the director's evaluation format.

Policy & Governance

Diane Shelton shared there is no report.

Strategic Plan

Jan Sparrow submitted a written report. A summary of that report included concerns of reaching non-Library users. The Chamber of Commerce will share our survey with their mailing list. Werner Baumgartner will talk to the city to share our survey. Director Kathleen Melgar shared that Newark Public Library created a bridge plan to get to the main strategic plan, focusing on spaces, people and funding.

There was a discussion about how we can become more inclusive and representative in our survey responses. Jen Souder asked if we were going to be doing a paper format or online only. Mr. Baumgartner replied that they discussed talking to people in person who come in for tax aid. Kathleen

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Melgar suggested connecting with Mari at the parent's center. Ms. Souder suggested linking with the local high school to see if we could have volunteers assist.

**Library Director's Report**

2023 Library Goals

Kathleen Melgar expressed goals for this year that include: Community Engagement, Strategic Plan and Building grounds, and an overall emphasis on improving the spaces. With more programming the library has realized a need for more community public spaces. Another 2023 focus is evaluating the many new programs to see if they are sustainable. Staff are in training to run some programs. Additional goals include cultivating a positive work culture and improving communication.

Events and Outreach

Two staff members have set up a connection with Senior Towers to have transportation bring folks to the library.

E-Rate and ECF

2023 - 2024 deadline is in March 2023.

Personnel

Kathleen Melgar is submitting applications and will have an update on staff's civil service records at next month's board meeting.

Incident Report

One incident of explicit sexual activity. Staff called the police and filed a report.

Statistics and Reporting

The Library is joining the rest of the City of Asbury Park in moving to an electronic time system. The quote to purchase hardware is attached to the board packet.

Moving forward, Kathleen Melgar will be adding a statistics section to the director's report. Related to statistics, there was a discussion about the library's inventory. The Director replied that staff are halfway through weeding nonfiction and then will prioritize inventory. As part of the inventory process, the library is considering moving to RFID tagging for the collection. The library could lease equipment or close for a couple days to accomplish this task. Kathleen Melgar will present quotes for consideration and approval once this process is further along.

Additional Notes

The library received occupancy certificates from the fire marshal and hung them in the public programming spaces.

Kathleen Meglar has paperwork from Santander that Diane Shelton and Jennifer Souder need to sign to be official signers for the Library's bank account.

**Old Business**

Library Salary Ordinance

There are no updates. Kathleen Melgar shared a need to schedule a time with the city manager.

Research of APPL Foundation

Kathleen Meglar will reach out to the board attorney for a follow up.

Additional Notes

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The board of trustees recognized the new book drop. Kathleen Meglar shared that the staff suggested a period of amnesty for fines for patrons to encourage book drop use. Werner Baumgartner suggested the library donate weeded materials to the senior center.

*Angela Ahbez-Anderson left the meeting at 5:47PM*

The AP arts council will have a public meeting at the library from 6-7:30 on March 30th.

**New Business**

2023 Committee Chairs & Meeting Dates

Werner Baumgartner will continue as building and grounds chairman. Jennifer Souder is the de facto chair of the budget and finance committee as Treasurer. Jennifer Souder will be on the building and grounds committee as a full time member not as an alternate

Vice President Greg LaSala defined the standing meeting idea as a way to have consistent committee reporting. This could be virtual or in person. The fourth Thursday at 11AM is when the Building and Grounds committee will meet.

Jan Sparrow will remain as chair of the Strategic Plan Committee.

The Policy and Governance Committee will tentatively meet on Friday 10am.

Jacki Sharpe volunteered as the chair of the Personnel Committee. This committee will inform of their standing meeting time at a future point.

Primepoint Quote

Upon review of the quote, Greg LaSala suggested ordering extra FOBs if we hire new employees or if someone loses their FOB since they are only \$2.25 per device.

Werner Baumgartner asked if the Library will be paying for labor in addition to the cost of hardware. Mr. LaSala read from the quote which explains that the client is responsible for installation.

Mr. Baumgartner suggested opting in for the maintenance plan for the future since it's only \$180 for two units.

Kathleen Melgar added the cost of these additions to come out with a total of \$1125.00.

President Diane Shelton asked if we really need 20 FOBs. Jacki Sharpe shared a concern that needing to order a single one might be much more expensive with shipping.

***Motion by Jan Sparrow to approve Primepoint hardware, seconded by Jacki Sharpe, all in favor motion carried.***

**Public Participation**

***Motion by Werner Baumgartner to open public participation at 6:04PM, seconded by Jan Sparrow. All in favor motion carried.***

***Motion by Werner Baumgartner to close public participation at 6:04PM, seconded by Greg LaSala. All in favor motion carried.***

**Items from Individual Board Members**

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Jan Sparrow shared that the NJTA offers webinars that trustees should attend. Some upcoming ones include: Legal issues for libraries, and collection challenges. Jan Sparrow also recommended that new trustees take the new trustees webinar on February 25, 2023.

Jennifer Souder shared that on Sunday 2/26/23 at 8PM, AP AMP will be presenting a program called Springwood Ave Songs and Stories at the Stephen Crane house. Tickets are \$25 and can be purchased through eventbrite.

Greg LaSala had a question about the Google business account and where that left off. There was a discussion about why we would pay for a separate service when we are provided email services at no cost with Jersey Connect. Additionally there was a concern about public transparency with a corporate entity. Kathleen Melgar said we would like to prepare a proposal to present.

**Adjournment**

***Motion by Jan Sparrow to adjourn meeting at 6:17PM seconded by Greg LaSala. All in favor, motion carried***