

**Asbury Park Public Library**

**Board of Trustees Meeting**

**Minutes**

**March 31, 2021**

**1. Call to order at 9:04 am.**

**Attendees:**

Board Members: Diane Shelton, Jen Souder, Kerri Martin, Werner Baumgartner, Jan Sparrow, Janice Kroposky, Angela Ahbez-Anderson, Anita Weiner, Ericka Uter

Attorney: Mr. Richard Shaklee

Staff: Mr. Stewart

**2. Open Public Meetings Act – Annual Notice – January 5, 2021 -- Read by Diane**

**3. Public Participation**

**Motion to open Public Participation 1<sup>st</sup>: Jan 2<sup>nd</sup>: Janice. All in favor: Yes**

**Motion to close Public Participation 1<sup>st</sup>: Jan 2<sup>nd</sup>: Jen All in favor: Yes**

**4. Minutes of the Meeting of February 24, 2021**

**Motion to move minutes 1<sup>st</sup>: Anita 2<sup>nd</sup>: Angela**

**Motion to accept minutes 1<sup>st</sup>: Angela 2<sup>nd</sup>: Jen Yes: Angela, Jen, Diane, Kerri, Janice, Anita, Ericka. No: Werner, Jan**

**Motion to draft a reply condemning this memorandum as completely inappropriate as a whole for attacking the board as a whole and individual board members with unfounded allegations and accusations: 1<sup>st</sup>: Werner 2<sup>nd</sup>: Jan Yes: Werner, Jan, Angela, Jen, Diane, Janice, Anita, Ericka. No: Kerri**

**5. Treasurer's Report and Bills – February 2021**

**Motion to hear Treasurer report. 1<sup>st</sup>: Jan 2<sup>nd</sup>: Angela. All in favor: Yes**

**Discussion:** Jen stated there are two documents that we are going to cover. In the packet, we received the Profit and Loss report by Class. It looks different than in the past. The summaries will now be shown and it reflects some of the new categories. Legal Expense and Collections categories are not reflected here. Werner questions what is Library & Office Materials – Other category. He says that the numbers don't jive. He states that we had all the categories and sub-categories approved at the last meeting. She brought up the New Expense Categories document from the last meeting. Jan stated that if you add up the Baker and Taylor bills from the Check Detail list it doesn't sync with the numbers from the P&L document. Mr. Stewart doesn't think all the categories have been plugged into Quickbooks. Kathleen was working on it but she left on an early maternity leave. There is more work to be done on her part. Mr. Stewart said that in any given month there can be outstanding checks. Anita

asked if we are unprepared for Kathleen to be gone. Mr. Stewart responded that she trained two people before she left. Anita doesn't understand what we have been buying from Baker and Taylor. Mr. Stewart stated that the library is not closed and there is a steady stream of people requesting books. Jan feels like this goes back to our request for a greater breakdown of what books have been purchased. Mr. Stewart said that these reports take a lot of time. Jan said that he can take all those invoices and we can look through them. Werner said the job of a library director is to generate reports for us and not to hand us raw data. Mr. Shaklee recalls that there is a directive from the last minutes. We can make the motion again after the Treasurer's report. Werner states that we made the motion at the last meeting.

Jen brought up the March bill list. This is reflecting the other request that was made that the checks will be pre-approved before being sent. Werner questions the expense for book covers. Mr. Stewart said we haven't ordered them for several years. The prior expense was a laminate. This is a book cover. Anita questions why we are ordering these large amounts at this time. Werner questions why are we ordering books when we have hoopla and interlibrary loan. Mr. Stewart answers that people are requesting new books that cannot be found on hoopla and it is expensive to use interlibrary loan. Werner where the new purchases are put in the library because there isn't any physical space. Mr. Stewart said they are constantly decommissioning books efficiently and quickly. Diane asks if we were supposed to get a report on that and was anything shipped out for March. Mr. Stewart said in the near future 50 books will be shipped to Better World Books. Presently, there are about 25 boxes ready. Mr. Stewart said that the new books are put on the shelves. Jen suggests we go back to the bill list. Diane confirms with Mr. Stewart that we are not looking to pay the two checks listed in the motion.

**Motion to approve this check detail report excluding check #302947(Brodart Company) and #302952(Baker & Taylor) until a detailed report is sent to the Budget and Finance committee for review and recommendation. The payments would be approved subject to the committee receiving the invoices. 1<sup>st</sup>: Jan 2<sup>nd</sup>: Janice Yes: Jan, Janice, Diane, Jen, Anita, Kerri, Ericka, Werner Absent from vote: Angela**

## **6. New Business**

### **A. Fcc Form 471 – Category 2 – Network Maintenance(E-rate)**

There was a pink paper in the packet. Mr. Stewart said this is the annual request they make for computer updates. E-rate pays 85% of this expense. We pay 15%. 17,000 is paid by the FCC. This hasn't been approved yet. It goes to the FCC and then they get back to us. They will send us a funding commitment letter. This is the only application we are submitting this year. Nothing is needed from the board. There will be another document for further approval.

### **B. Verizon Internet Circuit – Service Disconnection – March 4, 2020**

The library recently switched over the city's network. Verizon cut the circuit that goes to the state library.

### **C. Audit of 2020 Financial Records –**

A goldenrod multi page document from O'Connor Davies. This is the first step the auditor's take. This is from the new city auditor. They will be coming soon in the spring to do the audit. This is just for information.

#### **D. Fire Inspection Report**

Copies were included in the packet. Notice of Violations and Order to Correct. Jan noticed that they have to be taken care of by April 8<sup>th</sup>. Diane clarified that the fire inspectors will come back to reinspect after that date. Mr. Stewart said that a number of them have been completed. 2 Emergency lights have been installed. Carbon Monoxide alarms have been replaced. They have a call into an electrician to do electrical work. The library maintenance person is working on repairing other things such as repairing holes. Diane questions which ones exactly have been replaced. Angela suggests we go down the list. Mr. Stewart went down the list and told the board which ones have been done, not done or in progress. Angela asks when FPVIO2100198 will be completed. Mr. Stewart said that the fire chief understands that this will take time but recognized that a lot of progress has been made. Angela points out that it says that this task needs to be done by 4/8/2021 as noted on the report. Angela wants to know when this will be completed. Mr. Stewart is going to have to ask for an extension. Angela specifically asked about the violation of accumulation of storage in specific areas around the library. She wants to know a date when this will be done. Werner said that can we get the ball rolling by clearing out the hallway downstairs. Mr. Stewart stated that the fire inspector had no problem with the boxes that line the hallway. They are not an obstruction or fire hazard.

**Motion that the FPVio2100198 violation from the fire department be completed by 4/8/2021 and that a written directive be issued by the board attorney. 1<sup>st</sup>: Angela 2<sup>nd</sup>: Jan Yes: Angela, Jan, Jen, Janice, Anita, Ericka, Diane No: Kerri, Werner**

#### **E. Accuracy Certification – Part 3 of 2020 State Library Report**

The board president needs to sign where indicated.

Mr. Shaklee proceeds to go through the directives:

**Motion to direct Mr. Shaklee, our board attorney, to draft a reply condemning the February memorandum from Mr. Stewart as completely inappropriate as a whole for attacking the board as a whole and individual board members with unfounded allegations and accusations: 1<sup>st</sup>: Jan 2<sup>nd</sup>: Angela Yes: Jan, Angela, Diane, Anita, Janice, Ericka, Kerri, Werner. Absent from vote: Jen Souder**

Jen Souder left meeting temporarily at 11:09am.

**Motion to have Mr. Shaklee issue a directive to Mr. Stewart to produce invoices for all 2020 for Library Collection materials to be delivered by April 21<sup>st</sup>. 1<sup>st</sup>: Jan 2<sup>nd</sup>: Anita Yes: Jan, Anita, Angela, Diane, Ericka, Kerri, Werner Absent from vote: Janice and Jen**

**Motion to authorize Mr. Shaklee to issue a directive to Mr. Stewart to produce a report for the year 2020 the number of books purchased per each subject category in the dewey decimal system and the cost of each category to be completed by April 21<sup>st</sup>, 2021. 1<sup>st</sup>: Diane 2<sup>nd</sup>: Jan Yes: Diane, Jan, Janice, Ericka, Werner, Angela, Kerri. Absent from vote: Anita and Jen**

## 7. Old Business

### A. Contract for Repair of Entrance

Mr. Stewart has 2 active quotes. The stairs are a safety hazard. He is urging the board to approve the bid from Vidal M. Construction for a total of \$11,000. Jan asked about cleanup and working with the maintenance person similar to the tree pruning contract. Werner said that we never got the contract from Tino's. Diane asked to table this until we get further information.

**Motion to authorize Mr. Shaklee to direct Mr. Stewart to provide 3 comparable bids with proper credentials to repair the front steps in the manner consistent with the historical status of the library.**

**1<sup>st</sup>: Werner 2<sup>nd</sup>: Diane Yes: Werner, Diane, Angela, Janice, Jan, Anita, Ericka, Kerri. Absent from vote: Jen**

### B. 2<sup>nd</sup> Revised Covid-19 Library Access Safety Rules

This was sent out in the package. It is just a memo for our information. Jan wants confirmation from the city manager that these are the rules that we are to follow. Werner wants to know why Mr. Stewart insists that we are members of the public.

**Motion that the Buildings and Grounds committee be allowed access to all parts of the library during April 2021 following all Covid-19 safety protocols. 1<sup>st</sup>: Jan 2<sup>nd</sup>: Anita Yes: Jan, Anita, Werner, Diane, Angela, Janice, Ericka, Kerri. Absent from vote: Jen**

## 8. Committee Reports

### A. Budget & Finance

Jen covered all of the issues during the Treasurer's Report.

### B. Buildings & Grounds

Werner stated that a fire inspection was scheduled earlier this month. It wasn't to dovetail with the inspection. Diane and Werner wanted to go through the building and not interfere with the inspection. He was confronted by the director and told to get out. He was left locked in the downstairs hallway. Diane and Werner tried getting into the front door. They were then met in the vestibule by Marta and Mr. Stewart who said they couldn't come in. Werner shared his screen with pictures of the downstairs hallway. The pictures showed about 50 boxes that are lining the hallway.

### C. Policy & Governance

Kerri reported that the committee concentrated on looking at our bylaws. They added the three resolutions approved at the last meeting: the position of the Vice President, the order of the meeting and the standing committees.

#### **D. Personnel**

Jan has questions about the evaluations that have been talked about since last fall. Jan doesn't know how to talk about. Mr. Shaklee said that he will collect the evaluations. Diane directed the board members to mail or email it to Mr. Shaklee by April 9<sup>th</sup>.

#### **E. Strategic Plan**

Jan went into the government site to get statistics about AP. She has been looking at other libraries. She has been looking at other libraries in terms of what they're doing around diversity, inclusion and equity.

**Jen Souder returned to meeting 12:06pm**

#### **9. Director's Report**

- A. Boiler Repairs:** The library had a problem with the boiler and needed an emergency repair. It was fixed on March 23<sup>rd</sup>, 2021.
- B. Abatement of Items on Fire Inspection Report**
- C. City of AP Anti-Harassment Training. 3/23/2021**

#### **10. Items from Individual Board Members**

Jan Sparrow: Curious if the union contract was signed. Mr. Stewart said yes. What is the status of tree contract? Werner said he is in touch with Pete's weather permitting. They will give him a date. One problem will be parking the large truck with a chipper.

Angela asked about trees on Grand Avenue. She noticed that something is missing from the roof. Werner said that he will take a look at it during the next inspection.

Jan had a question about the NJ state library report. She read on the report that the total staff working 35 hours per week or more in 2019 was three. And in 2020 it says nine. Mr. Stewart stated that the number of full-time workers has not changed.

Werner raised the issue about who is the spokesperson for the union. Wondering if there is any resolution. Diane said she will have an answer by the next board meeting.

#### **11. Adjournment at 12:22pm.**

**Motion to adjourn: 1<sup>st</sup>: Jan 2<sup>nd</sup>: Antia Yes: All**