

BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

**MINUTES**

1

**Call to Order**

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

**Attendance:**

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

**Special Presentation**

Charles Trott representing the DIA Project presented a proposal to set up 6 thematic displays in the Bradley room and a stipend to do a presentation for each display. Charles is looking to start formally in September for Hispanic history month.

Board president Diane Shelton requested a formal proposal with a range. Greg LaSala asked if there were any photos of past displays. Charles shared that his website does have all of that information.

Kathleen Melgar will scan in Charles's information to attach to his formal proposal and share this electronically with the board.

**Public Participation**

***Motion to open public participation by Kerri Martin at 5:05PM, seconded by Greg LaSala. All in favor, motion carried.***

BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

**MINUTES**

2

***Motion to close public participation by Kerri Martin at 5:19PM, seconded by Angela Ahbez-Anderson. All in favor, motion carried.***

**Approval of Minutes**

March 16, 2023

***Motion to approve minutes by Angela Ahbez-Anderson, seconded by Greg LaSala. All in favor, motion carried.***

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

Treasurer's Report

Treasurer Jennifer Souder presented the P&L for April. Director Kathleen Melgar explained that we have made some changes to the way that budget is organized to better align with the budget summary report. Periodicals will be nested under collection materials and some changes will also be reflected in the section under contractual services. The money is the same, it's just a change to the categories.

Greg LaSala brought up that the report shows Jan–March instead of only March. Library director Kathleen Meglar responded that we will send out a revised P&L just for March when the minutes are uploaded to the dropbox.

Unpaid bill list

There was discussion regarding the quotes for review. Greg LaSala asked if the AED quote is for replacing a current machine. Kathleen Meglar answered that we are not prepared for an emergency event. We would need to provide staff training.

Greg LaSala asked if the training is provided in the quote cost. It is not. But signage and paddles for adults and children are included. Kathleen Melgar suggested we move this to the next meeting so that we can include who will be maintaining the machine.

Kathleen Melgar also shared that we have been working on beautifying the property and her and Marta are looking to go to the Rutgers plant sale to continue this process. They only accept cash or cards so we are hoping to get board approval to spend up to \$200.

***Motion to approve the bill list by Greg LaSala, seconded by Angela Ahbez-Anderson. All in favor, motion carried.***

BOARD OF TRUSTEES  
ASBURY PARK PUBLIC LIBRARY  
500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

**MINUTES**

3

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

Diane Shelton and Greg LaSala shared that there is nothing to report this month.

**Committee Chairs Members and Reports**

A. Buildings & Grounds

There was a committee meeting on March 30th where the committee discussed the building priorities. There was an agreement that a professional company needs to assess these priorities. T&M came to do a walk through and on April 11th. A project scope has been distributed and we are awaiting a cost estimate before moving forward.

B. Budget & Finance

The committee meeting was on March 30th where the committee reviewed the debit card policy and the internal controls policy. There was a discussion on depreciation and an update that the staff is working on an inventory list.

C. Personnel

There is no report. A meeting is forthcoming.

D. Policy & Governance

Greg LaSala and Diane Shelton reviewed policies and made some final edits. These policies address auditor's concerns in the past and are based on policies that have been approved by other libraries and auditors.

E. Strategic Plan

There is no report.

**Library Director's Report**

Google Migration

We are moving forward with Google migration. A hold up is related to the training required for all staff. Kathleen Melgar is thinking about closing on May 11th for a part day or full day to move forward with training. We need to confirm the date and the hours. We could maybe do a training session in the evening. Nico Belott will reach out to see if Daston can do an evening time after the library is closed to the public.

## BOARD OF TRUSTEES

### ASBURY PARK PUBLIC LIBRARY

500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

### MINUTES

4

#### Q2 Staff 1 on 1s

The library staff are focusing on the auditorium and processing the local history materials and hoping to empty out the storage unit. Elsa from the New Jersey Historical Commission shared that they can do a CAPE study on the materials. The library could submit this application to the state, but an inventory must be complete before moving forward with this process.

Elsa has worked with the Asbury Park Historical Society and with the library's Bruce Springsteen collection. There is no cost for a CAPE study, the library just needs to apply and Elsa will review the application.

The library staff are still working on wedding the collection.

One staff member suggested having artists paint the endcaps of the shelves. Carrie from the Arts Council suggested we could have a contest and the staff and board could approve designs. The full board expressed support for this process.

#### Summer reading program

Kimmy Taylor is responsible for the summer program at Thurgood K-6. Their summer hours are from 8-12 pm from July 6th-August 6th. Kathleen Melgar will coordinate with the Children's librarian and youth services coordinator about scheduling visits and card sign-ups.

#### Personnel

There is a library associate position that two staff qualify for. It is not in the current union contract, but it is in civil service. This title includes additional responsibilities and compensation. Kathleen Melgar will present this proposal to the personnel committee.

Kathleen Melgar will be out on medical leave for one week and available remotely. She informed the board to contact Nico Belott if necessary.

#### **Old Business**

- A. Library Salary Ordinance  
No updates.
- B. Research of APPL Foundation  
No updates. Kathleen Melgar will make a visit to the bank when she comes back from leave.
- C. Building Evaluation Structural Engineer  
T&M Engineers came out on April 11th as reported during Building and Grounds.

BOARD OF TRUSTEES

ASBURY PARK PUBLIC LIBRARY

500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

**MINUTES**

5

- D. Migration of Email and Cloud Services to Google  
Discussed during the Director's report.
- E. Administrative and Finance Policies  
Diane Shelton requested that we formalize the policies with the Library's header and appropriate policy numbering.

***Motion by Greg LaSala to approve the debit control policy on Asbury Park letterhead with the proper policy number, seconded by Jacki Sharpe. All in favor, motion carried.***

***Motion by Angela Ahbez-Anderson to approve the internal control policy on Asbury Park letterhead and adding the proper policy number, seconded by Kerri Martin. All in favor, motion carried.***

Diane Shelton asked what the Library will be doing about Santander closing. Angela Ahbez-Anderson shared that all of the Santander branches are closing so the library will need to look into moving the operating bank account.

The auditor started at the City on April 17th. The library is still waiting for an exact date of the audit. The auditors will review the financial policies the board approved.

**New Business**

Summer Break – August

President Diane Shelton shared that last year we did a Zoom meeting to approve bills. Kathleen Melgar would need to send out a Sunshine Law Notice that the meeting will be via Zoom and the only item on the agenda would be approval of the bill list.

Some board members expressed that we might not be able to do virtual meetings because of pandemic allowances expiring. Other board members discussed how some folks can call in and other board members can come to the meeting in person. Kathleen Melgar will reach out to Sonia Spina to figure out the logistics.

Local History Inventory Project

This was discussed in the Library Director's report.

**Public Participation**

BOARD OF TRUSTEES

ASBURY PARK PUBLIC LIBRARY

500 FIRST AVENUE ASBURY PARK, NJ 07712

APRIL 20th, 2023 5:00PM

**MINUTES**

6

*Motion by Angela Ahbez-Anderson to open public participation at 6:05PM, seconded by Jacki Sharpe. All in favor, motion carried.*

*Motion by Angela Ahbez-Anderson to close public participation at 6:05PM, seconded by Jacki Sharpe. All in favor, motion carried.*

**Items from Individual Board Members**

Diane Shelton shared that the flier that went out in the board packet was not for the correct date. It is for this Saturday April 22 at Macrobites.

Diane Shelton also shared that Junteenth is coming around and that planning is in progress for a parade and other events. Jenniger Souder shared that there will be a disco dance party after the parade as part of the NJ North to Shore as well as a full day of events in Springwood park.

**Adjournment**

*Motion to adjourn by Angela Ahbez-Anderson at 6:13 PM, seconded by Jennifer Souder. All in favor, motion carried.*