

ASBURY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 28, 2022

MINUTES

Call to order at 4:14pm

Attendees:

Board Members: Angela Ahbez-Anderson, Kerri Martin, Jennifer Souder, Ericka Uter, Janice Kroposky, Greg LaSala

Staff: Kathleen Melgar

Public Participation opened at 4:16pm

Public Participation closed at 4:17pm.

Motion to re-open Public Participation at 4:17pm. 1st: Jen 2nd: Angela. All in favor.

Susan Reese: President of the Ariel Club. She wants to make a donation to the library. They want to donate tables and chairs. She will call the library next week when Linda Keane is back

Motion to close Public Participation at 4:20pm. 1st: Janice. 2nd: Angela. All in favor.

Motion to approve minutes for March 31, 2022. 1st: Janice. 2nd: Greg. All in favor.

Discussion: Jen has a correction about the committee chair reports, specifically the Buildings and Ground report. The minutes state that Jen is going to step back and it should be worded that she is going to change to alternate. Under the Budget and Finance committee, it states that “it was decided that the board needs a resolution.” And Jen wants the following added “to update the expense approval procedure.” In another section, she would like to change “We have been trying to get one report” to read “Showed new Finance report and explained.” Jen will email all the changes to the

Motion to open Treasurer’s Report and Bills: 1st: Angela. 2nd: Kerri. All in favor.

Discussion: Jen brings up a copy of the Profit and Loss YTD Budget report onto the screen. No questions.

Jen brings up a copy of the Bill List. Jen has a question about the larger amount under Petty Cash. Kathleen said that they went to Coastal Restore to re-do the staff room. They bought a table and chairs. Kathleen used her card and took out the cash for reimbursement. There is another furniture expense under Demco. That is for a book cart because Linda needed a replacement. Vicente repaired another one for her. Kathleen didn’t know if we were ok with it being under petty cash regarding reimbursements in regard to what the auditors said about multiple reimbursements to people. Greg notes that it is 2 different amounts. Kathleen said \$239.20 is what they spent on the furniture at Coastal Habitat. Kathleen doesn’t know how to handle the reimbursement of the furniture. She can do direct reimbursement or it can come out of Petty Cash. Jen worries that it is double represented. She doesn’t want to see it co-mingled. She feels like it was a big amount to not have pre-approved. Jen said we

should hold off on approval of the whole Petty Cash section. Kathleen also noted that one of the patrons lost a book and then recently found it. She paid \$14 for the lost book and then the library reimbursed her. Jen thinks it should be on Bill List with that note. Kathleen will make a note and will note that it is coming out of the Board category. Greg clarifies that we haven't already bought a replacement copy for the library. When Kathleen runs the checks tomorrow, she will have an updated bill list and the notes from today's meeting will be reflected.

Motion to approve the Bill List with tabling everything in the Petty Cash category and the addition of the \$14 reimbursement check. 1st: Jen. 2nd: Angela. All in favor.

Committee Chair Reports:

Budget and Finance: Jen reported that the committee didn't meet last month. They had the resolution sent out regarding the adjustment to the procedure for approving the bill list. Thanked Greg, Werner and Richard for their input.

Motion that we accept the resolution for Budget and Finance. 1st: Angela. 2nd: Janice. All in favor.

Buildings and Grounds: Greg reported Werner and Greg met with Kathleen and walked through the building and looked at various issues. They looked at electrical issues, HVAC and the back stairs. Right now, the air conditioning doesn't work. They are also working on getting 3 quotes for replacing the metal stairs.

Personnel: No report given.

Policy and Governance: No report given.

Strategic Plan: No report given.

Library Director's Report:

Kathleen mentioned the Programming and Events that they have coming up which includes an art display and a book signing.

Kathleen presented the resolution on her screen that Richard Shaklee prepared after last month's board meeting. There are 2 new civil service titles, Administrative Secretary and Account Clerk. After approval, the city will be notified and the positions will be posted. Angela read the resolution.

Kathleen has a position that they would eventually like to fill, which is called Social Worker. One current APPL employee is going for her Master's degree in Social Work. When she finishes her degree, she will be put in that position. Kathleen said her current position is Principal Library Assistant. Angela stops the conversation because we can't talk about personnel

Motion to accept this resolution: 1st: Angela. 2nd: Jen Souder. All in favor.

{Jen Souder leaves meeting.}

Kathleen stated that there aren't any big updates on E-Rate.

They had their first quarter staff member and are planning some professional development for the fall.

They had to close on Monday, April 11th because they were having issues with the boiler. They had somebody come in to fix it.

Angela read Resolution regarding the payment of Utilities bills between Board meetings. The resolution was approved earlier but had not yet been read into the record.

Motion to open Public Participation at 5:05pm. 1st: Angela. 2nd: Greg. All in favor.

Rita Hoffman: Rita wanted to correct her statement last month. She incorrectly thanked the board for submitting the article to The Coaster about Kathleen Melgar's new position at the library. It was written and submitted by a staff member. She also thanked board member, Jan Sparrow, for securing off-street parking in the church lot for library staff.

Motion to close Public Participation at 5:11pm. 1st: Angela. 2nd: Greg. All in favor.

Items from Individual Board members:

Greg mentioned that Asbury Book Cooperative is moving to a new space on Cookman Avenue and there is a grand re-opening on Saturday, April 30th.

Angela wished all the moms a Happy Mother's Day and reminded everyone about the Rock and Roll for Recreation event at the Stone Pony tonight.

Motion to adjourn at 5:14pm. 1st: Angela. 2nd: Janice. All in favor.