

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

MAY 18, 2023 5:00PM

APPROVED MINUTES

Call to Order

Board Vice President, Greg LaSala, called the meeting to order at 5:05 PM and announced the meeting has been advertised in accordance with the Open Public Meetings Act.

Attendance:

Greg LaSala, Vice President

Absent: Diane Shelton, President

Kerri Martin, Secretary

Angela Ahbez-Anderson

Jen Souder, Treasurer

Werner Baumgartner

Jan Sparrow

Kimmy Taylor

Jacki Sharpe

Staff:

Kathleen Melgar, Library Director

Public Participation

Motion to open public participation by Jacki Sharpe at 5:07PM, seconded by Jan Sparrow. All in favor, motion carried.

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

Approval of Minutes

April 20, 2023

Motion to accept the minutes of April 20, 2023 by Jan Sparrow, seconded by Jacki Sharpe. Jan Sparrow abstained, motion carried.

Treasurer's Report & April Bill List

Treasurer's Report

Treasurer Jennifer Souder presented the P&L and Bill List for May. Greg LaSala informed the Board of an additional bill that Kathleen Melgar requested to be added to the Bill List. Kathleen Melgar explained that she

emailed an Orkin Pest Control invoice from April that was overdue \$159.99. There was a discussion regarding the services Orkin provides and how often they come to the library.

Motion to approve the bill list with the additional Orkin bill by Jan Sparrow, seconded by Jacki Sharpe. All in favor, motion carried.

Board President/ Vice-President's Report

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

Committee Chairs Members and Reports

A. Buildings & Grounds

Greg LaSala reported that the committee did not meet but that they are waiting for T&M's scope of work and proposal. He also reported T&M came back to do another walk through with an architect. A draft project scope has been distributed and we are awaiting a cost estimate before moving forward. The committee hopes to receive the proposal for the next committee meeting scheduled May 25th.

B. Budget & Finance

Greg LaSala reported the committee did not meet. Jennifer Souder stated a meeting is forthcoming.

C. Personnel

Jacki Sharpe reported the committee did not meet because Kathleen Melgar was out of the office. A meeting is forthcoming.

D. Policy & Governance

Kerri Martin reported the committee did not meet but planned to meet in June. Kathleen Melgar informed the Board the Procurement/Debit Card Policy and the Internal Control Policies and Procedures were shared with the auditor last week. After attending a library webinar, Jan Sparrow inquired if the Library had a policy that would address concerns regarding book banning. Kathleen Melgar informed the Board that the library has a Collection Development Policy and a Reconsideration of Materials Form that would document requests to ban books. There was a discussion regarding development of a procedure and a policy on how the form gets reviewed. Kathleen Melgar stated she would ask other libraries and prepare a draft policy and procedure to present to the Committee and Board.

E. Strategic Plan

Jan Sparrow reported she drafted a survey to get feedback for the plan. She shared that Sylvia Sylvia offered to share it with her contacts through the Chamber of Commerce. Jan also informed the Board ALA was offering a seminar that she was interested.

Library Director's Report

Executive Summary

Google Migration: Kathleen Melgar reported staff finished Google Basics training May 11th and administrators completed training May 17th. The library will be migrated to Google May 31st.

Collection Development: Kathleen reported the Junior Room collection has been prioritized. Staff have weeded Junior Fiction and Non-Fiction to create space for the new Young Adult collection. The staff are also focusing on processing materials in the Special Collection/Local History. Materials are being cataloged so they are discoverable in the catalog. She also informed the Board that the free book shelves were removed and will be replaced with a free little library that would have books and supplies for patrons.

Summer reading program: The program begins July and runs through August. Kathleen Melgar reported the staff have been coordinating with the schools and summer recreation program. There was a discussion regarding promotion and outreach. The library shares programs with the city, coaster, school district and other media contacts. There was also a discussion about signage outside that could help promote programs.

ERate: Kathleen Melgar reported the library submitted a form 470 for Basic Maintenance of Internal Connections for July 1, 2023 through June 30, 2024. The library received three bids and CherryRoad Technologies scored the highest. ERate would cover 85% of the \$20,400 so the library would pay for our portion at the beginning of the service period. There was a brief discussion regarding ERate and how it is funded.

Motion to accept the CherryRoad Technologies quote for Basic Maintenance of Internal Connections for \$20,400 by Jan Sparrow and seconded by Jacki Sharpe. All in favor, motion carried.

Conferences: Kathleen reported staff will be attending the New Jersey Library Association Conference and the Library Assistant Association Conference this month. Greg LaSala requested staff share notes or present what they learned at the upcoming meeting. Kathleen agreed it would be a good idea and could count as continuing education for the Board.

Personnel: Kathleen shared two Civil Service updates regarding Principal Library Assistant positions that have been updated in their system. She also informed the Board of additional titles that have to be addressed while the Civil Service processes the title changes.

Statistics: There was a discussion regarding the collection and user statistics Kathleen added to the report. The Board decided quarterly statistics would be sufficient. Kathleen also discussed programming statistics that are being drafted.

2022 Audit: Kathleen informed the Board the auditors have started May 10th.

Fire Inspection: The library passed inspection and the certificate was presented to the Board.

Old Business

A. Library Salary Ordinance

Kathleen reported the library was researching an additional title to add for Community Services and Outreach since Civil Service doesn't have a Social Worker position that would apply to that position. A proposal will be presented in July.

B. Research of APPL Foundation

No updates.

C. Building Evaluation Structural Engineer

T&M Engineers came out on April 11th as reported during Building and Grounds.

D. Migration of Email and Cloud Services to Google

Discussed during the Director's report.

E. 2022 Audit

Discussed during the Director's report.

New Business

Quotes for Review

Kathleen presented the quotes for review. There was a discussion regarding HON furniture orders, the AED quote, Mike Chambers quote to replace exterior lighting and floor outlets, and Charles Trott's presentations. Kathleen also presented upcoming renewals for OCLC and SirsiDynix that are due July and August. There was a discussion regarding AED training for all staff, liability concerns and maintenance. It is recommended all staff get trained so that we can provide assistance when necessary.

Motion to approve the quotes from Hon, Mike Chambers, AED, and D.I.A. Project by Jan Sparrow, seconded by Jacki Sharpe. All in favor, motion carried.

Air Systems - Maintenance Contract

Kathleen reported a technician has been working on the system for three days since three of the air condensers were low on charge and two air handlers needed new fuses. The technician suspects there is a leak because one of the units low on charge was installed last year. The Board reviewed the maintenance contract Air Systems prepared and decided the attorney should review the contract. Kathleen also stated she would contact the city to see how much they paid last year to include the library.

Public Participation

Motion by Jan Sparrow to open public participation at 6:48 PM, seconded by Jennifer Souder. All in favor, motion carried.

Motion by Jennifer Souder to close public participation at 6:49 PM, seconded by Jan Sparrow. All in favor, motion carried.

Items from Individual Board Members

Jennifer Souder shared the flier for APAMP Jazz Cocktail Sip for Saturday June 3rd at Blackbird Commons.

Jacki Sharpe shared that Art in the Park was rescheduled to Sunday May 21st at Springwood Park.

Adjournment

Motion to adjourn by Jacki Sharpe at 6:52 PM, seconded by Jennifer Souder. All in favor, motion carried.