

**Asbury Park Public Library**

**Board of Trustees Meeting**

**Minutes**

**June 30, 2021**

**Attendees:** Diane Shelton, Angela Ahbez-Anderson, Jen Souder, Kerri Martin, Jan Sparrow, Anita Weiner, Werner Baumgartner

**Staff:** Kathleen Melgar, Robert Stewart

**Board Attorney:** Richard Shaklee

**Call to Order at 9:01am**

**Open Public Meetings Act:** Read by Diane

**Public Participation:**

Michael Newton from Asbury Book Cooperative: Works as used book manager. Mr Stewart called Michael after hearing about him in the tri-City News. Mr. Stewart mentioned about clearing space in the fiction section. He offered his services to go through the fiction section and give his opinion about what can be pulled and what can be pulled. He feels that it will make for a better browsing experience. Michael's primary intention is to sort out the library's collection. He will take direction from Kathleen and Mr. Stewart. He may try and recruit some of his associates at the bookstore.

Closing public comment at 9:08am.

**Motion to table April minutes until August. 1<sup>st</sup>: Jen 2<sup>nd</sup>: Jan. All: Yes**

**Motion to approve May Minutes: 1<sup>st</sup>: Jan.. 2<sup>nd</sup>: Diane. Yes: Jan, Diane, Angela, Kerri, Anita. Abstain: Jen No: Werner**

**Treasurer's Report & Bill for April and May 2021:**

Jen: We had special meeting in May about these items. We looked at June list that wasn't complete. We tabled that until this meeting. We also had an updated bill list emailed to us. There were 3 bills that Mr. Stewart asked for approval on. 1. Mike Chambers for 244.00. 2. Cherry Road Technologies for 1070.00. 3. Twin Brooks Water 42.45. They show up in the check detail report. Kathleen went to get the other 2 invoices. We had a process in place that hasn't quite happened yet. The report shows the categories that have been updated. Those 3 checks still need approval by the board. Kathleen said there is also a New Jersey Natural Gas that needs approval. It is for 45.44. Jen says there are 2 things we need to do. We need a motion to approve those 3 items. Werner needs clarification because he believes the email referenced the larger Mike Chambers. Werner asked why John Bradle bill was paid

out of board account. He has never seen any bill paid out of the board account. This was for 3 pieces of lawn equipment. We sometimes use the board account for example when they go to a postcard show. They haven't used the board account in a couple years. The board account doesn't mean that it is the board's money. It is just labeled that because of the source of the money. Werner asked who determines who uses that money and what comes out and goes into the board account. He said it was because it was to an individual. Jen said maybe we should change the name of the accounts. Mr. Stewart said it is money that comes directly into the library and it is not from municipal appropriations. Jen suggests we change the name.

**Motion to approve the bills for Mike Chambers(#302996) and Cherry Road(#302995), Twin Rocks Water(#302997) and New Jersey Natural Gas(#303000) : 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Diane All: Yes**

Discussion continued about the John Bradle bill. Kathleen said that the board is going to look into it. Jan Sparrow asked if Kathleen is still on maternity leave. She doesn't understand why Kathleen is doing all this work when she is legally on maternity leave. Mr. Stewart said that her leave is in place but she is making her way back. Kathleen did volunteer to help out. Angela asked how we give her back this time. She appreciates Kathleen but she shouldn't be here. Angela said that Mr. Stewart should have an answer for us. Mr. Stewart will check the records and have the information for us. Angela asked if he can get that information for us now.

#### **Committee Chair reports:**

- A. Budget and Finance: Had a larger special meeting to look at issues. The committee recognizes that there are still concerns about getting timely information and not proper oversight. There is a backlog. We need to figure out a better process and a more efficient process. Report attached. **Report attached.**
- B. Buildings and Grounds: Werner presented photos. Last month, Jan and Werner took a tour through the building. 1<sup>st</sup> photo: front stairs. The mortar bed has collapsed on the right side and has been progressing to the east side. Air gaps are present. All the downspouts have been replaced but hasn't entirely fixed our water problems. The Garden Club has come to plant plants. Attic has a lot of books stored above the ceiling. Pictures of boxes showed labels of Interlibrary Loans, Ledger Sheets, Cash Receipts. Werner doesn't know whether we need to keep all this stuff. Picture above the attic. Animal feces in the attic. We will need an animal control expert come in to check the access points. Furniture in attic. Shingle damage on roof. The chimney on the Grand Avenue side has a tree growing out of the mortar. Upper most office which is just below the attic space is filled and used as storage. There is an intermediate office which has a collection of local history documents and books. The main office that Kathleen and Mr. Stewart use. Angela asked whether the fire inspector has seen all of the library. Mr. Stewart said yes. Diane asked for a report. Werner continued showing the cracks in the roof. **No report submitted.**
- C. Personnel: **Report attached.**

Discussion: Mr. Stewart said that the job doesn't need to be posted. You don't need to go outside the organization. Somebody can be promoted from within. Mr. Shaklee said there are 2 processes: Open Competitive and Promotional. Open Competitive means that it is posted and any person can take the test and be on the list to be chosen.

D. Policy and Governance: **Report attached.**

E. Strategic Plan: **Report attached.**

**Directors Report:** Kathleen started to speak but the board questioned why the report isn't coming from Mr. Stewart. Mr. Stewart said that they are in transition and Kathleen is handling several things.

Mr. Stewart is recommending that one of the employees receive tuition to attend Rutgers. They informed the staff of this opportunity and asked who was interested and/or qualified. Only 2 of the employees are eligible but only one is interested. Having another professional librarian will be a big help to Kathleen when she becomes Director. The library does have the program. State Aid covers that expense. Jen asked if this process was documented and recommend that it is for legal reasons. Werner suggests that it is posted on the employee bulletin board.

**Motion that we approve the scholarship program with the stipulation that the employee stay employed at the library for 3 years and that all employees were notified of this opportunity. 1<sup>st</sup>: Jen. 2<sup>nd</sup>: Jan All: Yes**

Director's Report continued: A Guide to Federal Education Technology Funding was distributed. They are already part of the E-rate program so we are already eligible. Matt is trying to figure out who can use this. Students are a priority but also adults who don't have connectivity at home.

*Jen left meeting at 10:45am.*

**Motion to approve moving forward with the Federal Education Technology Funding program. 1<sup>st</sup>: Jen 2<sup>nd</sup>: Angela. All: Yes**

This is done under the process where the public entity is going to take bids regardless of what bids they have made. You don't necessarily have to advertise for this. The 2<sup>nd</sup> one is the Notice of Contract Award. Shaklee recommends publishing a Notice of Contract.

**Motion that we publish a Notice of Contract Award to McLaughlin Stauffer & Shaklee, P.C. : 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Angela. All: Yes**

**Old Business:** Werner reached out to Conover Management and they seemed interested in managing the library. It would entail bringing their staff through and give a recommendations list. They have

sources for contractors and professionals. They would not be engaged in cleaning up the library. Werner needs to schedule an appointment with them.

Werner asked about hiring a book cleanup company. Kathleen said that there are other companies like Better World. They need to do some research about this.

Jan asked about the tree contract. Werner said that there were threats of non-payment. Pete's Pruning is very understanding about our situation here. Mr. Stewart said that a trustee shouldn't go out and get a bid by themselves. Mr. Stewart recommends that we amend the contract to remove the 2 bushes. The company was going to prune the bushes. Werner says that all the cedar trees will be removed except the ones that are framing the Children's Library. The bushes will be extremely pruned. They could also be removed. The cherry tree also needs to be pruned. That is all included for \$1200. Mr. Stewart said that the removal of the bushes has an impact on the building. The county recommended not to prune the cherry tree. Angela said that this weekend a large branch fell in the park. The city had to come and cut it off. Angela recommends that we need to take care of the cherry tree. Mr. Stewart said there are objections to mutilate the cherry tree. Angela said that we voted on the work to be done. If we get Pete to come in, can you please not hinder the work? In the meantime, he can get the Monmouth County Shade Tree Commission to come in and check out the cherry tree. Angela wants the county to come in a reasonable amount of time. Pete's can look at the tree and analyze it. Werner is going to have Pete's continue with the contract and won't touch tree. Werner explained that the cedar trees are damaging the building. The contract is all encompassing. We are going to have Pete's do everything in the contract except the cherry tree. Mr. Stewart agreed.

Tabling the resolution to change the order of business.

Shaklee: Summary of investigation. He is leery about reading the conclusion of the city's insurance company. They talked about litigation possibilities. Shaklee can send out an email with the recommendations. Then we can decide if we want to do something at a further date and go into Executive Session at the next mtg.

Fire Inspection: Kathleen and Mark, and Vicente and Robert Stewart have been working on clearing out those areas. Fire and DPW have been coming to check on it and to help clear out. Ms. Gates said get it cleaned up and we can negotiate the fines. Shaklee is going to send a letter to Donna Vieiro. Mr. Stewart said that we have been continually fined even though the staff has been working through it. The fines go to the owner of the building which is the city. Mr. Stewart feels the library and staff are being harassed by the fire officials.

Personnel matters: Jan noted that in the APP Robert Stewart talked about Werner's citizenship status. This violates the directive. Jan listed many directives that have not been done. 5 of 6 directives have not been met. Shaklee said that a warning would come next.

**Motion that Personnel Committee and Mr. Shaklee will work together on developing a written warning on unmet directives. 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Angela. All: Yes**

Kathleen reported that they will work on reports. They are almost ready to go after working with consultants.

**Motion that we have a special meeting on July 14 and 28 at 9am at the library. 1<sup>st</sup>: Diane. 2<sup>nd</sup>: Angela. All: Yes**

**Motion that we will cancel the August 25<sup>th</sup>. 1<sup>st</sup>: Jan. 2<sup>nd</sup>: Angela. All: Yes**

**Motion to adjourn at 11:43am 1<sup>st</sup>: Diane. 2<sup>nd</sup>: Angela. All: Yes.**

## Committee Reports

### **APPL Board Budget & Finance Committee Meeting**

#### **June 2021 Report**

Committee has been focused on following key items:

1. Concerns about receiving financial information and clarifications / answers in a timely way to resolve outstanding issues and provide oversight and concerns regarding backlog of expenses and reports that have not been approved (as discussed at 6/9/21 Special Meeting)
2. Addressing various issues regarding expense categories (collections materials, capital expenditures/repairs, etc.)
3. Bill list approval process - board has not received on a monthly basis, bill lists for approval of checks prior to them being paid and have several outstanding questions regarding past payments that were paid but not approved.
4. Audit process with new auditor
5. July committee meeting focus: budget vs actual comparison to date

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### **Personnel Committee**

#### **June 2021**

#### **Potential Action Item**

Mr. Stewart has, ostensibly put in his retirement papers. Civil Service requires we post the position to legally appoint a new Director thus should the personnel committee begin the process of searching for the new Director? i.e. learn all the official requirements, create a job description as required by Civil Service Rules and proceed with any of the additional requirements necessary to be prepared for Mr. Stewarts retirement?

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## **Policy and Governance Committee**

### **June report**

Members of the committee analyzed several agendas of the Asbury Park Board of Education and the Asbury Park City Council. We discussed the pros and cons of the order and format of the different agendas and compiled an agenda which we believe suits the Asbury Park Library Board of Trustees meetings. This proposed agenda below was sent to the board attorney for review.

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### **PUBLIC WORKSHOP AGENDA**

**June 23, 2021**

**9:00-10:00 am**

#### **A. PRELIMINARY**

##### **1. Statement by Board President**

In accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6. P.L.1975. Chapter 231, the Asbury Park Public Library has provided adequate notice of this meeting by sending a notice of the time, date, location, and to the extent known, the agenda of this meeting to the Asbury Park Press and the New Coaster on January, 2021. Copies of this notice have also been placed at the City of Asbury Park and the Public Library's websites and bulletin boards.

##### **2. Mission Statement by Board President:**

The mission of the Asbury Park Public Library is to provide quality, cost-effective services, and lifelong learning opportunities, through books and a variety of other formats, to meet the informational, educational, cultural and recreational needs and interests of its diverse population.

##### **3. Roll call**

##### **4. Moment of Silence**

**5. Committee Chair Reports**

- Budget & Finance
- Building & Grounds
- Personnel
- Policy & Governance
- Strategic Plan

**6. Review of Regular Meeting Agenda**

**7. Motion to Go into Executive Session**

WHEREAS, the Open Public Meetings Act allows for the exclusion from discussion at the public portion of a meeting of certain matters as outlined below, and

WHEREAS, the Asbury Park Public Library wishes to discuss such matters made and will make such discussion public when a proper conclusion has been reached:

NOW THEREFORE BE IT RESOLVED that the June 23, 2021, for the purposed(s) as outlined and described below. Upon return action may be taken.

- \_\_\_\_ 1. Confidential Matters per Statue on Court Order \_\_\_\_\_
- \_\_\_\_ 2. Unwarranted Invasion of Individual Privacy \_\_\_\_\_
- \_\_\_\_ 3. Collective Bargaining \_\_\_\_\_
- \_\_\_\_ 4. Public Safety Procedures \_\_\_\_\_
- \_\_\_\_ 5. Personnel Matters \_\_\_\_\_

**8. Adjournment**

**ASBURY PARK PUBLIC LIBRARY  
ASBURY PARK, NEW JERSEY**

**June 23, 2021**

**10:00 – 11:30 AM**

## **2. REGULAR BOARD OF TRUSTEES MEETING**

### **1. Statement by Board President**

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### **2. Mission Statement by Board President**

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3. Roll Call

4. Public Participation

5. Approval of Minutes

6. Treasurer's Report

7. Director's Report

8. President's Report

9. Presentation

10. Review of Regular Committee Agenda Items

11. Consent Agenda Resolutions and Proclamations

12. Motion to Adjourn

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### **Strategic Planning Committee**

#### **June Report**

I have signed up to receive, when released, the 2020 profile data from the U.S. Census Bureau for Asbury Park. This will be the demographic data for our city that the State Library Association and the NJ Library Trustees will make for a better strategic plan for libraries.

Additionally, as soon as the Library is open the committee will discuss how to get the appropriate information from users and non-users of the Library.

The committee will meet in June to start to review questions that will be part of building the strategic plan.

