

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

**Board of Trustees Meeting
MINUTES
July 20, 2023 5:00 pm**

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Call to Order

Board President Diane Shelton called the meeting to Order at 5:11PM and announced the meeting has been advertised in accordance with the Open Public Meetings Act.

Attendance:

Diane Shelton	Angela Ahbez-Anderson
Greg LaSala	Absent:
Kerri Martin	Kimmy Taylor
Werner Baumgartner	Jen Souder
Jacki Sharpe	Jan Sparrow

Staff:

Kathleen Melgar
Nico Belott

Special Presentation - NJALA Conference Staff Presentation

Postponed until the September meeting.

Public Participation

Motion to open public participation by Angela Ahbez-Anderson at 5:13PM, seconded by Greg LaSala. All in favor, motion carried.

Motion to close public participation by Angela Ahbez-Anderson at 5:14PM, seconded by Greg LaSala. All in favor, motion carried.

Approval of Minutes

June 15, 2023

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Motion to accept the minutes of June 15, 2023 by Angela Ahbez-Anderson, seconded by and Greg LaSala. Werner Baumgartner and Jackie Sharpe abstained, motion carried.

Treasurer's Report & July Bill List

Treasurer Jen Souder is absent so library director Kathleen Melgar is presenting.

P&L

Kathleen Melgar shared that the numbers will be more helpful after the August meeting due to summer programming bills and ILS bills pending. Greg LaSala mentioned we are running under budget across the board.

Angela mentioned seeing an air systems bill and asked about the air conditioning. There was a discussion about the amount of units running and the issue with the one that is not running. Werner Baumgartner suggested that setting up air conditioning in the upper office should be a priority.

Mr. Baumgartner had a question related to the internet connection expense. Library staff explained the situation previously discussed related to a defunct Verizon account that had been accumulating late fees since 2021.

July Bill List

Greg asked for an explanation regarding the OCLC vendor. Kathleen explained that this is a part of cataloging. Also there was a discussion about what furniture was delivered. Kathleen shared that tables were delivered for the Bradley room.

There was a discussion regarding the furniture that is coming in the fall about the price and type of furniture we are expecting. Board members made suggestions regarding where to donate the old tables. Perhaps contacting the mission, the VWF, and the senior center.

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

Board President/Vice-President's Report

Board President Diane Shelton shared that there are a lot of events coming up and that she is proud to be a part of the library and she thanks Library Director Kathleen Melgar and the staff. Sonia Spina has been helping get the word out and posting on the Springwood Park message board.

Vice President Greg LaSala has no report.

Committee Chair Members and Reports

Buildings & Grounds

There was no meeting this month. There are two pending items requiring further discussion: T&M and Air Systems. Greg LaSala asked if Kathleen reached out to the City regarding the breakout to see the cost of the library in the previous Air Systems contract. There was no explicit breakout of the library according to a discussion with the City's CFO.

Budget & Finance

The City's fire department will be training all staff in CPR and first-aid so we will not have to pay a third party company to prepare for the installation of the AED. Greg LaSala asked for a follow-up about the copier. There was a discussion about the status of the present copier, the debt associated, and how the library can move forward with settling the debt. If we would like to move forward with a new machine, Nico Belott will package three quotes for review for the committee. There was a discussion about a business phone proposal. Kathleen Melgar reached out to Kevin Keddy, acting City Manager, who shared the policy the city uses for business phones. The library will work on this policy and present it to the policy committee for review.

Personnel

There is no report. While there was an incident involving a minor disciplinary action with a staff member this will not be discussed during this meeting because they were not Riced.

Policy & Governance

There is no report.

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Strategic Plan

There is no report.

Library Director's Report

Staff are continuing to prioritize weeding and shifting the collection. Additionally the library staff are working on emergency planning for people and the collection. Summer reading programming is at its peak. Related to programming, the library received some clarification from the fire department regarding change of use permits.

Old Business

Library Salary Ordinance

To add new positions we need to add these to the city's salary table. "Library Associate" and "Supervising Program Development Specialist, Community Service." Additionally, Kathleen Melgar would like to present a pay increase for the employee who is doing work that is not part of her role yet as adding the new title will take time.

Research of APPL Foundation

Kathleen Melgar received a notice in the mail to file for the foundation. She has not been able to remove Robert Stewart from the account. This might require going to the bank in person to receive more clarification. Kathleen Meglar will have more information at the September meeting.

2022 Audit

There are no updates. The city has not received their information yet so the library will probably be after.

Air Systems Contract

Library staff will prepare two additional quotes for the board to review.

T&M update

There was a discussion regarding the need to move forward with line item one. Werner Baumgartner agrees the evaluation should move forward, but expressed concern regarding the cost. Further discussion related to cost will be tabled for the next building and grounds committee meeting.

Motion by Greg LaSala to approve moving forward with the assessment of the building to spend up to 35,200 dollars, seconded by Angela Ahbez-Anderson. Nay by Werner Baumgartner. Motion carried.

New Business

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There was a discussion regarding accepting a sculpture donation from the Public Arts Commission. Multiple board members expressed concern regarding the size of the sculptures, liability and maintenance. There was a group agreement that this should be discussed further.

Public Participation

Motion to open public participation by Angela Ahbez-Anderson at 6:19PM, seconded by Diane Shelton. All in favor, motion carried.

Motion to close public participation by Angela Ahbez-Anderson at 6:19PM, seconded by Jacki Sharpe. All in favor, motion carried.

Items from Individual Board Members

Werner Baumgartner apologized for not attending the prior meetings due to health and home concerns.

Diane Shelton shared that August 1 is national night out in Springwood park 5-8PM. There is also a Greater Asbury park community initiative for back to school. It is a carnival event for the families and kids on August 19th. Additionally, The Trenton Circus squad is set up by the middle school this week. The event is free.

Angela Ahbez-Anderson shared that on October 7th the back to school Colgate smile/dental van will be in Asbury and they are hoping to reach as many kids as possible. There is a permission slip that needs to be signed.

Greg LaSala shared that the book cooperative is working to become a nonprofit. There are two open positions for their board if there are any folks who are interested.

A reminder was shared that the August board meeting will be to approve the bill list.

Adjournment

Motion by Angela Ahbez-Anderson to adjourn at 6:25PM, seconded by Jacki Sharpe. All in favor, motion carried.