

Asbury Park Public Library

Board of Trustee Meeting

Minutes

July 27, 2021

Attendees: Diane Shelton, Angela Ahbez-Anderson, Jen Souder, Kerri Martin, Anita Weiner, Jan Sparrow, Werner Baumgartner, Janice Kroposky. Absent: Ericka Uter.

Staff: Robert Stewart, Kathleen Melgar

Board Attorney: Richard Shaklee

Motion to open to public participation: 1st: Jen. 2nd: Angela. All: Yes

Move to close public participation at 9:03 1st: Jan. 2nd: Angela. All: Yes

Approval of Minutes for April: Jan is withdrawing her rejection of these minutes

Motion to approve April 2021 minutes. 1st: Jen 2nd: Anita. Werner: No.

Angela asked if we still getting packets for meeting. Robert figured that the minutes were emailed so that he was following that procedure.

Motion that we will begin receiving board of trustee packets in September 2021. 1st: Diane 2nd Anita. All: Yes

Motion to Approval of Minutes of June 2021. 1st: Jan 2nd: Anita Jan: Abstain. Werner: No

Treasurer's Report & Bill List:

Check detail report was presented. Jen Souder recommended that the highlighted items are to be approved today. The items not highlighted need further discussion. Jan Sparrow says we didn't approve these but Kathleen said that we approved several at the last meeting. Jan Sparrow noted that we didn't approve the Life Storage payments. Mr. Stewart said that they got offsite storage and paid for it. They moved important materials to the storage unit. Jan recalled that Diane sent an email to hold off on getting a storage space. Jan is objecting to these payments. Diane asked how he paid for the deposit on the storage. Mr. Stewart said that there was no deposit. Mr. Stewart said that he treated it like an emergency expense. Werner asked why is there two separate payments. The \$435 expense is the insurance. The \$4279 expense is for a year-rental. Angela asked if the policy is to sign blank checks. Mr. Shaklee asked if there are any expenses here that didn't have board approval. Kathleen listed PRIMO and MARAC. Mr. Stewart said that work on the steps has been blocked by Werner Baumgartner. Robert Stewart explained that they had 2 proposals and they took the 2nd contractor who was slightly lower. Werner stated that the board wanted to see 3 proposals. Mr. Stewart explained that it was paid with municipal appropriations. The 1st proposal could have been accepted 4-5 months ago. Jan asked did we get 3 proposals? Mr. Stewart confirmed that they gave out 2. Richard asked if the

board didn't approval the proposal or the payment. Mr. Stewart stated it was the B&G committee's job to go out and get the proposals. Janice asked what is considered an emergency expenditure. Robert explained it was the weekly visits from the fire department and they threatened to throw out tens of thousands of books. Janice feels like this wasn't an emergency expenditure. Mr. Stewart explained that lots of books have been decommissioned. Angela said that Werner has tried to help as B&G committee. Werner is concerned about the \$11,000 expense of the steps and asked why does Mr. Stewart not engage the board in these decisions. Jen Souder mentioned that checks: 302964, 302944, 303001, 2 life storage units and 303012, 303014 are the ones that haven't been approved. Diane asked if the credit card was cut up. Mr. Stewart explained that they got the Amazon card which is a company card. Kathleen's name is on it but it is a company card. This was done because of the audit because before they used personal credit cards. Diane asked that the status of the credit card is. Kathleen explained that the account is on hold. She had th board look at the 2nd page of the check detail report. There is a balance of \$35.81. Kathleen contacted amazon and we are now getting invoices instead of getting billed on the credit card. There were still purchases so we couldn't close it. Janice asked if we could not purchase things from amazon for a month. Kathleen explained that she is a point of contact for the credit card but it is not her personal one. Angela asked to know why Robert Stewart isn't the contact and if the board can see the card, because the board directed her to cut up the card. Kathleen goes to get us the card. Kathleen stated that the auditor suggests that the board create a policy about who can use the credit card. Jen Souder said that regarding things that were paid but not approved, we need to go through with the process that was approved by the board. We need to move forward with the process that we documented in March. Werner asked what is the recourse for expenditures that haven't been approved. Richard Shaklee stated that we can't discuss Personnel matters.

Motion that starting on July 28th, 2021 at 10:23am, there will be no new purchases of library materials, books and periodicals, including Amazon until the next meeting on September 29th, 2021 unless there is a timely expenditure up to \$1000 then the staff will notify Jen Souder, the chairperson of the Budget and Finance Committee who will review it with the Budget and Finance Committee. 1st: Diane 2nd: Jan Sparrow. All: Yes

Motion to approve the highlighted items on the July check list 1st: Jen 2nd: Angela. All: Yes

Motion to approve the ALA invoice request for \$1070 1st: Jen 2nd: Angela. All: Yes

Committee Reports:

- A. Budget and Finance. Jen stated that the committee sent out the budget comparison which showed the 2021 Budget and the Actual (First 6 months).
- B. Buildings and Grounds: Werner reported that 2 volunteer days happened. We helped box up books for Better World. The 2nd day they were asked to leave the building. He presented a proposal from the Conover Management. The purpose is to manage the infrastructure needs of the building. They will provide a proposal. Werner will get three proposals in total. Robert Stewart said that the union has concern about this.
- C. Policy and Governance: No report this month.
- D. Personnel: No report this month.
- E. Strategic Plan: No report this month.

Library Director's Report:

Robert Stewart announced that they have 2 events that they attended for the 150th anniversary celebrations. One at the Berkley where an exhibit opened. Yvonne Clayton asked if we could have a book signing for a friend of hers. She was told that typically Thursday evenings are good. There is a form that the author needs to fill out.

Kathleen announced that Better World Books is going to pick up 80 boxes of books. She wants to renew contract with BWB.

Motion to renew annual contract with Better World Books that starts August 1st. 1st: Jen 2nd: Werner. All: Yes

Old Business:

- a. Direct hire by Board of Trustees of Property Management Company. There will be 3 proposals from Werner.
- b. Tree contract with Pete's landscaping company: Werner is going to move forward with the contract. Angela tells Mr. Stewart that Werner is going to arrange for Pete's to come in and do the work. Robert Stewart said they have a contractor that they work with and a trustee shouldn't go out and get bids.
- c. Fire department's weekly report: Katheleen said that the department was satisfied with the progress and they weren't fined. They will be back on August 3rd. Diane suggests that board members come on Monday to help out. Robert Stewart said that there was a problem with the last 2 visits. There were dumped books all over the table and left there. Diane said that this is an exaggeration. Kathleen said she has a meeting with the long branch library at 11am. Diane said that they will be there from 9am-10am.
- d. Resolution: Order of Business. Diane said that is not changed in the by-laws. A resolution was sent out. Shaklee stated that the resolution was sent out. We met the prerequisites for a 2-week announcement to change the by-laws.

Motion we accept the resolution regarding changing the order of business: 1st: Jan. 2nd: Angela. Anita: Abstain. Jen: Absent from vote. Werner: No.

Motion to renew contract with board attorney: 1st: Jan 2nd: Angela. All: Yes.

Anti-harassment training: Board must attend session tomorrow.

Motion to move into Executive Session at 11:10am. 1st: Jan. 2nd: Diane. All: Yes.

Public meeting resumes at 11:50am.

Shaklee read resolution for PK Davies.

Motion that we agree to authorize the resolution read by Mr. Shaklee: 1st Jan. 2nd: Anita. All: Yes

Motion to adjourn at 11:58am. 1st: Angela. 2nd: Jan. All: Yes

Submitted by,

Kerri Martin

Secretary

APPL Board of Trustees