

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

**Board of Trustees Meeting  
Approved Minutes  
September 21, 2023 5:00 pm**

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**Call to Order**

Board President Diane Shelton 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**

Diane Shelton, President  
Kerri Martin, Secretary  
Jacklyn Sharpe,  
Jennifer Souder, Treasurer  
Greg LaSala, Vice President

Staff:  
Kathleen Melgar, Director  
Nico Belott

Absent:  
Angela Ahbez-Anderson  
Jan Sparrow  
Werner Baumgartner

**Public Participation**

***Motion to open public participation by Kerri Martin at 5:06PM, seconded by Greg LaSala. All in favor, motion carried.***

***Motion to close public participation by Greg LaSala at 5:06PM, seconded by Jacki Sharpe. All in favor, motion carried.***

**Approval of Minutes**

July 20, 2023

***Motion to accept the minutes of July, 20, 2023 by Jacki Sharpe, seconded by Kerri Marin. Jen Souder abstained, motion carried.***

August 17, 2023

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***Motion to accept the minutes of August, 17, 2023 by Greg LaSala, seconded by Jacki Sharpe. All in favor, motion carried.***

**Treasurer's Report & September Bill list**

August P&L

One thing of note is that the library received the second quarter municipal appropriation. All budgetary numbers on track so far for the year.

September Bill list

The bill list displays regular expenses and some quotes for review. The quote for Vidal is related to cleaning out the server room. Central Boiler came and reviewed a rusted boiler pipe and requested that the concrete be broken up in order to replace the full pipe. The quote from Vidal is to break up and re-pour the concrete after the pipe has been replaced. The quote from Servepro is to address the damage and the raccoon nest in the attic. They are a biohazard company and will rip out and replace the insulation also. There are other materials we need to discard from the attic and basement. Finally there is a quote for a dumpster rental. Library staff emptied out the storage unit that contained discards from other libraries.

Greg LaSala asked if we would need to get a permit for the dumpster rental and where it would be parked. Kathleen Melgar responded that we will get that information and share that with the board. There was a discussion about other companies that the library might be able to use.

***Motion by Diane Shelton to approve the unpaid bills list and the quotes for review with the caveat that Kathleen Melgar will contact the city about permits related to the dumpster, seconded by Greg Lasala. All in favor, motion carried.***

**Board President/ Vice-President's Report**

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Diane Shelton shared a NJLTA Report regarding Library Foundations and what the general guidelines of Library Foundations are. Greg LaSala shared about the difficulty of applying for 501(3)C status. If we were to have a friends group they would be responsible for amending the foundation situation.

**Committee Chairs Members and Reports**

Buildings & Grounds

No Report.

Budget & Finance

Treasurer Jen Souder referred to her committee meeting notes. She summarized that we will be discussing the 2024 budget soon. The Capital budget line is skewed because we are waiting on the building assessment from T&M.

Personnel

No report.

Policy & Governance

Kerri Martin shared that the committee had a regroup meeting. There was a discussion about adding to the collection development policy. Also a discussion about creating a document retention policy. Another topic that came up was about how to make meetings more accessible for the public, for example having a reporter come and offering a public comment option. Trustees should know what their term limits are. The committee asked if there should be something on the library website about who the trustees are? Also, are trustees on Gmail up and running? Director Kathleen Meglar responded that we could do Gmail and Google drive training for the board to be more comfortable with the shared drives. Diane also shared that there was a discussion about a board retreat.

Strategic Plan

No report.

**Library Director's Report**

Kathleen Meglar shared some personnel updates. A staff member has left and the library is looking to replace that position with a part-timer. An application for an individual Kathleen would like to hire is attached after the director's report.

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***Motion to approve the new hire memorandum to allow Kathleen Melgar to hire Lex Bose as library assistant at \$18 an hour by Diane Shelton, seconded by Jacki Sharpe. All in favor, motion carried.***

Another personnel memorandum is attached noting a salary increase for an employee who graduated in May, 2023.

***Motion to approve Jen Cubias' salary increase by Jen Souder, seconded by Greg LaSala. All in favor, motion carried.***

### **Old Business**

#### Library Salary Ordinance

As the library is researching new titles, this item might be acted on by the end of the year.

#### Research of APPL Foundation

This was discussed during the President's report. Kathleen Melgar filed the appropriate paperwork with the state.

#### 2022 Audit

The library has received a final copy of the 2020/2021 Audit. Staff will prepare a corrective action plan to respond to the findings from the 2020/2021 audit. The auditors also sent a draft 2022 audit. Nico will upload the report to the shared drive and email to let the board know that the report is available for review.

#### T&M Resolution

***Motion to approve resolution 2023-3 authorizing T&M to begin the assessment of the building by Jen Souder, seconded by Greg LaSala. All in favor motion carried.***

### **New Business**

#### 2024 Sunshine Law Notice new dates

The Board prefers to keep all dates for the year 2024. Greg LaSala reminded the board that we need to have a reorg meeting Jan. 4th at 5PM. Diane Shelton noted that the holiday closures have the wrong date at the top.

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Community Closet

Discussion regarding the proposal of a clothing donation bin resulted in unanimous nay's. No motion was brought to the table.

**Public Participation**

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*Motion to close public participation by Kerri Martin 6:06PM, seconded by Greg LaSala. All in favor, motion carried.*

**Items from Individual Board Members**

Diane Shelton recommended that we host a holiday party for the staff and board at the Brookdale Culinary institute maybe in January.

**Adjournment**

*Motion by Jacki Sharpe to adjourn at 6:09PM, seconded by Greg LaSala. All in favor, motion carried.*