

**Sea Girt Library  
Board of Trustees Regular Meeting Minutes  
February 2, 2022**

**Announcement of Compliance with Open Public Meetings Law:**

This meeting is called pursuant to the provisions of the Open Public Meetings Law, c.231, P.L. 1975. Notice of this meeting has been sent to the Borough's two official newspapers, The Asbury Park Press and The Coast Star, as required by law. Notice of this meeting was also posted on the Library's website and in Sea Girt Borough Hall. Official action may be taken at this meeting.

**Call to Order:**

Ms. Blasi called the meeting to order at 5:15 PM

**Trustees in attendance:** Sue Blasi, Trish Connor, Jean McFadden, Jim Mulvihill, and Devon Smith. Rick Papera attended until 6:15 on Zoom. Mayor Fetzer arrived later.

A quorum was present.

**Library staff in attendance:**

Lisa Luke

**Borough Officials in attendance:**

Councilman Alan Zakin attended on Zoom for part of the meeting.

**Approval of Minutes:**

**Reorganization Meeting Minutes.** Ms. Blasi asked if there were any additions or corrections to the January 5, 2022 Reorganization Meeting Minutes; there were none. Mr. Mulvihill made the motion to approve the minutes; Ms. McFadden seconded the motion. The minutes were approved with 5 ayes, one abstention and one absence.

**Regular Meeting Minutes.** Ms. Blasi asked if there were any additions or corrections to the January 5, 2022 Regular Meeting Minutes; there were none. Ms. McFadden made the motion to approve the minutes; Mr. Mulvihill seconded the motion. The minutes were approved with 5 ayes, one abstention and one absence.

**Reports:**

**Director's Report.** Ms. Luke reported Library usage for January was higher than last year; there were 448 in-person visitors in 2022 compared to 397 in 2021. Electronic downloads were also up; 177 downloads in 2022 compared to 118 in 2021. A chart of in-person visitors was an almost perfect bell curve with highest usage in the summer months.

The research database, EBSCO, is live on the Library website; a Library card is needed to access the database. Ms. Luke and her staff are looking forward to hosting the eighth grade class from Sea Girt Elementary School on March 4. The students will be working on a research project using EBSCO. The Library staff is anxious to see the database in action.

Ms. Luke reported that the Library's webpage has been updated and an additional page has been added for Board of Trustees meeting minutes and agendas. The Board has the option of providing a narrative to the webpage.

**Treasurer's Report.** Ms. McFadden reworked the budget categories provided by the Borough. The total paid and charged by the Library in 2021 was \$204,890.74, leaving a balance of \$613,837.99 of the 2021 appropriation.

**Approval of 2022 Budget.** The Finance Committee met earlier to discuss the 2022 budget. The 2022 tax appropriation is expected to be \$911,587.00. Ms. Blasi asked for a motion to adopt the 2022 Budget as presented by the Finance Committee. Ms. Smith made the motion and it was seconded by Mr. Mulvihill. Ms. Blasi asked for a roll call vote.

Recorded Vote:	AYES	NAYS	ABSENT	ABSTAIN
Susan Blasi	X			
Trish Connor	X			
Mayor Don Fetzer	X			
Jean McFadden	X			
Jim Mulvihill	X			
Superintendent Rick Papera	X			
Devon Smith	X			

The motion to approve the 2022 Budget was approved by unanimous vote.

**Approval of Bill Pay List.** Ms. McFadden presented the January bill pay list totaling \$20,254.56. New to the list are payroll taxes and pension contributions for the staff. Blasi asked for a motion to approve payment of the January bills. Ms. Connor made the motion, Ms. Smith provided the second. The motion was passed by unanimous vote.

**President's Report.** Ms. Blasi spoke with Sea Girt Police Chief Macko who suggested having a police presence when Library programs are held outdoors. Ms. Blasi spoke with Superintendent Papera who said that, before COVID, police officers would often visit the school with the idea that students would become familiar and comfortable with the interaction. The police continue to be present during school arrival and dismissal. The Board thought Chief Macko's suggestion was a good one. Ms. Luke said she would consult with her staff and coordinate with the SGPD when outdoor activities resume.

#### **Committee Reports:**

**Buildings and Grounds.** The Committee proposed authorizing the expenditure of \$3,400.00 to Cornerstone Architectural Group. The Board would like to get a quote for the cost of building weight-bearing walls in connection with the Library expansion and building project. While there are no plans to add a second story to the proposed building it was thought prudent to explore a possible future expansion at this time.

Ms. Blasi asked for a motion to adopt **Resolution 2022-3**, previously distributed to the Board, authorizing the expenditure for Cornerstone's additional services. The motion was made by Mr. Mulvihill and seconded by Mayor Fetzer. Ms. Blasi asked for a roll call vote.

Recorded Vote:	AYES	NAYS	ABSENT	ABSTAIN
Susan Blasi	X			
Trish Connor	X			
Mayor Don Fetzer	X			
Jean McFadden	X			
Jim Mulvihill	X			
Superintendent Rick Papera	X			
Devon Smith	X			

**Resolution 2022-3** was adopted.

**By-Laws.** The Committee distributed the final version of the By-Laws and **Resolution 2022-2** adopting the By-Laws, to each of the Board members prior to the meeting. Ms. Blasi asked if there were any questions or discussion; there were none. She then asked for a motion to approve **Resolution 2022-2**. A motion was made by Ms. McFadden and seconded by Ms Smith. A roll call vote followed.

Recorded Vote:	AYES	NAYS	ABSENT	ABSTAIN
Susan Blasi	X			
Trish Connor	X			
Mayor Don Fetzer	X			
Jean McFadden	X			
Jim Mulvihill	X			
Superintendent Rick Papera	X			
Devon Smith	X			

**Resolution 2022-2** was adopted.

**Public Comment.** Councilman Alan Zakin asked to address the Board (via Zoom) at this point; Ms. Blasi welcomed him to the meeting. Mr. Zakin introduced himself as the Chairman of the Council Library Committee. He said he has experience working with the Morris County Library Foundation in his capacity as a PR professional. He said he looks forward to working with the Board along with Councilwoman Anthony and Councilman Perry.

**Committee Reports:** (Continued)

**Finance.** The Committee met to work on the 2022 Budget (see above discussion and vote).

**Personnel.** The Committee will meet on February 3.

**Strategic Planning.** The Committee and Ms. Luke had a virtual with the four principals of Library Crossroads Consulting in January. Three of the principals are either current or former library directors, the fourth was the Executive Director of the New Jersey Library Association. As a group, they have extensive experience with New Jersey Libraries. A proposal was received.

The Committee is waiting to receive a proposal from The Ivy Group and waiting to hear from ProLibra.

**Website.** The Committee will wait to see how the recent changes to the Library's webpage work out before proceeding further.

**Trustee Check-In Report.** Ms. Connor attended the January meeting. Among the many items discussed, the following were thought to be of particular interest to our Library:

- Renewal of NJLTA membership. Ms. Luke said this has been done.
- Director Evaluation must be completed every year using job description, strategic plan and director's reports. There are templates online for reference.
- Committees should have chairpersons who call meetings.
- It is suggested that vaccination and mask policies for the library follow municipality policies.
- There are webinars for new trustees on February 22 and 26.

#### **Old Business.**

**Shared Services Update.** Ms. Luke sent a draft to Mr. Gant and is waiting to hear back.

**Capital Plan.** There is no immediate need to fund a Capital account; the discussion of a Capital Plan will be addressed at a later date.

#### **New Business.**

**Library Computers.** The library has 3 desktop computers, circa 2013 and 2 newer laptops. Ms. Blasi wondered if the desktops could handle upgrades and was concerned about replacing them in an emergency situation. She and Ms. Luke will work on this.

**Library Zoom Account.** Ms. Blasi raised the issue of the Library having its own Zoom account; the Library currently uses the Borough's account. Ms. Luke pointed out that the Borough's account has security features and using the account is not a problem. It was decided to continue with the current plan.

**Public Comment.** None

#### **Adjournment.**

Ms. Blasi asked for a motion to adjourn the meeting. Mayor Fetzer so moved; Ms. McFadden seconded the motion. After a unanimous vote, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,  
Trish Connor