

**Sea Girt Library
Board of Trustees Meeting Minutes
November 3, 2021**

Trustees in attendance: Sue Blasi, Trish Connor, Don Fetzer, Jim Mulvihill, Jean McFadden and Devon Smith. Rick Papera on Zoom.

A quorum was present.

Library staff in attendance:
Lisa Luke, JoAnn Johnson

Call to Order:
Mr. Mulvihill called the meeting to order at 5:05 PM.

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.

Old Business:

Minutes. Mr. Mulvihill asked if there were any additions or corrections to the October 6, 2021 Meeting Minutes; there were none. Ms. Smith made the motion to approve the minutes; Ms. McFadden seconded the motion. The minutes were approved by unanimous vote.

Service Agreement with Borough. A draft of a Shared Services Agreement was prepared by Mr. Del Guercio, Library counsel, and distributed to the trustees prior to the meeting. Ms. Luke will receive comments from the trustees by November 19 and report at the December Meeting. Mayor Fetzer reported that the Council Finance Committee discussed this issue with Borough CFO, Spera.

Sara Zock Foundation Update. Ms. Luke reported that the donation initially received from the Foundation was used as start up money for the library. Mayor Farrell and Councilwoman Morris visited the Foundation prior to the 2018 Referendum and were told there were no funds left to be distributed.

The Trust Agreement is not available. It would be helpful to see if there was any direction on how funds can be used by the library. Mayor Fetzer said he would make some inquiries.

New Business:

President's Report.

Mr. Mulvihill reported on a Zoom meeting with Mr. Del Guercio on November 2, 2021. The meeting was attended by Trustees Mulvihill, McFadden and Connor and Ms. Luke. A copy of the Memorandum, dated October 25, from Mr. Del Guercio was previously distributed to the trustees.

1. Consultant to help with Strategic Plan. Ms. Luke has identified two organizations that provide the requisite services. She will contact Ms. Spera, who we believe to be the Qualified Purchasing Agent for the Borough, for guidance in soliciting bids.

2. Use of Borough Auditor to perform Library Audit. There is no issue with using the same auditor. Ms. McFadden will contact firm to get the fee structure for performing a stand-alone audit for the library.

3. Return of Funds. The statute is clear that excess funds cannot be transferred to the Borough before 2029.

4. Public Finance Question. Mr. Del Guercio will talk to a colleague in his firm who is familiar with public finance to discuss structuring a plan to use library appropriations for the construction/renovation project.

5. Use of library funds for capital projects. Mr. Del Guercio stated that while library buildings are titled in the Borough pursuant to Municipal Library Law, the library can utilize funds for capital purposes.

6. Shared Services Agreement. See discussion under Old Business.

7. Bylaws. Mr. Del Guercio will provide comments.

8. Sara Zock Foundation. Notwithstanding that Mr. Del Guercio believes the statute of limitations has expired, he has agreed to do a brief investigation into this matter.

9. Annual Report to State Library. The library is required to file the annual report even though it is unlikely to receive Per Capita State Aid.

Treasurer's Report. Ms. McFadden distributed the October Transaction Detail prior to the meeting.

Approval of Bill Pay List. Ms. McFadden presented the October bill pay list, totaling \$20,800.72. Ms. McFadden explained that the total included \$7,123 to renew TLC, the library's computer system. Mr. Mulvihill asked for a motion to approve payment of the October bills. Ms. Blasi made the motion; Ms. Connor provided a second. The motion was passed by unanimous vote.

Director's Report. Ms. Luke reported that the Children's' programs continue to be the most utilized part of the library. October highlights included stuff-a-pig, people in the neighborhood series and the Halloween story walk.

For adults, the antique car show is scheduled for November 6. Teen tech help is available on Tuesdays and Book Club is starting up again.

Ms. Luke spoke with teachers at SGES about the need for a research database. EBSCO has a product that would benefit not only students but adults as well. Ms. Luke is recommending purchasing History and Science reference centers at an annual fee of \$4,500. Mr. Papera didn't think there was an immediate need, that waiting until 2022 would be fine. It was agreed that this new service would be included in the 2022 budget.

Committee Reports.

Bylaws. No report.

Personnel. No report.

Buildings and Grounds. The Board received an email from Jim Gant shortly before the meeting briefly outlining the status of the construction project. He reported that Cornerstone had fulfilled their initial responsibilities. Further movement on the project is dependent on funding and budgeting issues.

Mayor Fetzer added a couple items to Gant's outline. He said that the Borough Engineer would have to be consulted on project requirements extending 5 feet from the building. Additionally, a report has to be filed with CAFRA (Coastal Area Facility Review Act).

It was agreed that a meeting would be set up with Trustees Mulvihill, Mc Fadden and Connor, Ms. Luke, Mr. Gant, Ms. Spera, Councilwomen Anthony, Giegerich and Councilman Perry prior to the December board meeting.

Finance Committee: No report.

Nominating Committee: Ms. Connor presented the 2022 slate of officers:

President - Ms. Blasi

Treasurer - Ms. McFadden

Secretary - Ms. Connor

Ms. Connor said that at the December meeting the slate of nominees, together with any nomination from the floor, would be presented for a vote at the December meeting.

Strategic Planning Committee. No report.

FSGL Liaison Report. No report .

Public Comment. None

Adjournment:

Mr. Mulvihill asked for a motion to adjourn the meeting. Ms. McFadden so moved; Mayor Fetzer seconded the motion. After a unanimous vote, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Trish Connor