

**Sea Girt Library
Board of Trustees Meeting Minutes
April 7, 2021**

Trustees in attendance:

Sue Blasi, Trish Connor, Ken Farrell, Jean McFadden, Jim Mulvihill, Rick Papera, Devon Smith.

A quorum was present.

Library Staff in attendance:

Lisa Luke

Call to Order:

Mr. Mulvihill called the meeting to order at 4:00 PM.

Mr. Mulvihill asked if anyone objected to going to Executive Session as the first order of business; there were no objections and the Board went into Executive Session.

Resolutions 2021-1, 2021-2, 2021-3.

Upon return to the public meeting, Mr. Mulvihill asked for a motion to vote on the proposed resolutions. Ms. Blasi made the motion; Ms. McFadden seconded. Mr. Mulvihill read and called the roll for each resolution. Resolutions 2021-1, 2021-2 and 2021-3 were each adopted by unanimous vote.

Old Business:

Minutes. Mr. Mulvihill asked if there were any additions or corrections to the March 3 Meeting Minutes; there were none. Ms. Connor made the motion to approve the minutes; Ms. Blasi seconded the motion. The minutes were approved by unanimous vote.

Insurance. Mr. Mulvihill reported that the Trustees were covered under the Borough's D&O policy.

Mr. Mulvihill cited NJ Rev Stat §40:54-13 which states that the Treasurer shall be bonded in an amount fixed by the Mayor and governing body. Mr. Mulvihill suggested a \$1,000,000 bond. Mayor Farrell said he would take up this issue with the Borough Council. Ms. McFadden said she had the bond application.

Ms. Blasi said she had spoken with Mr. Casagrande who handles insurance for the Borough.

Legal Representation. Ms. Blasi contacted Longport Library to ask who provided their Board with legal representation. The Director highly recommended Ted Del Guercio at McManimon, Scotland & Bauman. Ms. Blasi contacted Mr. DelGucio who sent fee structure information, writing samples and brief resumes for himself and an associate of his firm who also does Library work.

Mr. Mulvihill spoke with Mr. Cerrone, who is under contract with the Spring Lake Library and who sent a proposed Agreement to provide legal services.

It was decided that Mr. Mulvihill would contact Mr. Del Guercio. Discussion and action on choice of legal representation would be made at the next Board meeting.

NJ Library Trustee Association. Membership in the Association affords Trustees and the Library Director access to reference material and continuing education opportunities. Mr. Mulvihill called for a motion to join; Ms. Connor so moved; Ms. McFadden seconded the motion. It was decided, by unanimous vote, that Ms. Luke would make the application.

New Business:

President's Report. Mr. Mulvihill's report is included in discussion of various agenda items.

Treasurer's Report, Payment of Bills. Ms. McFadden answered questions about the Transaction Audit Trail, prepared by the Borough, and The Treasurer's Report which she prepared. Mr. Mulvihill asked for a motion to approve the expenditures itemized in the Audit Trail. Ms. Blasi made the motion; Mayor Farrell seconded the motion. Approval of expenditures was by unanimous vote.

Director's Report. Ms. Luke reported on the March statistics for programs and circulation. She said March circulation numbers were traditionally lower than other months, and the parking lot construction added further to lower patron usage.

Ms. Luke said she would be requesting additional funds for Overdrive which has become very popular among some "Super Fans" and particularly as a result of the pandemic. She thought \$2,000/month, \$24,000/year, was a realistic figure required to meet the needs of the patrons.

After consulting with the Borough technicians who have attempted to make repairs to the receipt printer, Ms. Luke reported that the Library would likely need purchase a new printer, estimated to cost between \$2,000 and \$3,000.

Trustee email addresses. Ms. Luke explained that it was advisable to use official email addresses for Board business. She will provide each Trustee with a Gmail address. An added benefit will be the use of Google Drive where documents, such as the monthly meeting packet, can be collected and viewed by Trustees. Mr. Mulvihill asked for a motion to adopt this proposal. Ms. Blasi made the motion; Mayor Farrell seconded the motion. The proposal carried by unanimous vote.

Stanchion discussion. Mr. Mulvihill expressed concern about the new streetscape which will permit head-in parking directly in front of and in close proximity to the Library and the sidewalk. Ms. Luke said protective barriers were included in original renovation plans but not in the newly completed parking area. Mayor Farrell said he would discuss the issue with Mr. Avakian.

Financial Disclosure Statement. Mr. Mulvihill reminded the Board to complete the disclosure statement which will be provided by Ms. Harriman, the Borough Clerk. Mayor Farrell said he would call Ms. Harriman to be certain each Trustee received the statement.

Bylaws Committee Report. Ms. Connor said the committee had met and reviewed several examples of bylaws used by local Libraries. It was hoped that a draft would be available at the next meeting for review by the board. Mr. Mulvihill agreed with the committee's suggestion that the bylaws be reviewed by counsel.

Library Renovation, Buildings and Grounds Committee. Mr. Mulvihill asked Mayor Farrell for an update on the Library renovation plans. Mayor Farrell said the referendum supporting the first set of plans had failed to pass. A new architect has been working with Borough Council's Library and Building and Grounds Committees to develop new plans. Mr. Mulvihill proposed forming a Library Building and Grounds Committee to meet and work with the Borough's committees.

Mr. Mulvihill asked for a motion to appoint Ms. Smith, Ms. Mac Fadden and Ms. Connor to the Buildings and Grounds Committee. Ms. Blasi made the motion; Ms. Smith seconded the motion. The motion was passed by unanimous vote. Mayor Farrell said he would notify Borough Council.

Public Comment. None

Adjournment. Ms. Connor made a motion to adjourn the meeting; Ms. Blasi seconded the motion. After a unanimous vote, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,
Trish Connor