

**Sea Girt Library
Board of Trustees Meeting Minutes
December 1, 2021**

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

A quorum was present.

Library staff in attendance:
Lisa Luke, Patty Peterson

Call to Order:
Mr. Mulvihill called the meeting to order at 5:00 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 November 3, 2021 Meeting Minutes; there were none. Ms. Blasi made the motion to approve the minutes; Ms. Smith seconded the motion. The minutes were approved by unanimous vote (Mayor Fetzer arrived after vote was taken)

Report on meeting with Borough Officials regarding building project. Mr. Mulvihill reported on the November 19, 2021 meeting at Borough Hall. In attendance were Library Director Luke, Trustees Mulvihill, McFadden and Connor, Administrator Gant, CFO Spera, Councilman Perry and by phone, Councilwomen Anthony and Giegerich. It was agreed by all that no payments could be made by the Library to the Borough for the construction project before the year 2029. This was confirmed by Library counsel and by State finance and library officials.

Library counsel opined that the better approach to financing the project was to have the Library use capital funds in its possession to reduce the amount which the Borough would have to borrow to cover the construction costs. This requires the Library board to adopt a Capital Project and establish a Capital Account.

Report on meeting with Cornerstone. Ms. Luke attended a meeting with Mr. Gant and a representative from Cornerstone. Also in attendance was Tim Harmon from the Sea Girt Office of Emergency Management. Ms. Luke reported that a Scope of Work Proposal and Timeline would be available within the next week. Ms. Luke said she would again request an estimate from Cornerstone for making the new construction structurally sound enough to support a second level modification should one be needed in the future.

Service Agreement with Borough. Ms. Luke said she would make the few requested changes to the draft of the Shared Services Agreement prepared by Library counsel. She will send the draft to Mr. Gant for his comments.

Ms. Spera requested payment from the Library in the amount of \$39,067.12 to cover costs of services provided by the Borough in the year 2021. She arrived at the figure by estimating percentages of time/salaries of various Borough employees. Mr. Mulvihill asked for a motion to approve the requested payment. Ms. McFadden made the motion, Ms. Blasi provided the second. The motion passed by unanimous vote.

Strategic Plan Proposal Update. Ms. Luke reported that Ms. Spera, the Qualified Purchasing Agent for the Borough, cannot act as such for the Library. However, proposals from companies that assist with Strategic Plans are considered professional services and do not require the work of a QPA. It was recommended that at least two proposals be considered before a decision was made.

Ms. Luke has contacted two organizations - Pro Libra Associates, who worked with The Chatham Library, and The Ivy Group, who worked with Spring Lake Library. Ms. Luke is waiting to hear back.

New Business:

President's Report.

Mr. Mulvihill requested discussion of 2022 meeting dates and times prior to the Board's January Reorganization Meeting. Borough officials requested the information for the 2022 calendar. After discussion it was proposed that meetings continue to be held on the first Wednesday of each month and that the time be changed to 5:15 pm. Mr. Mulvihill asked for a motion. Ms. Connor made the motion, Ms. Smith seconded; the motion was passed by unanimous vote.

Treasurer's Report. Ms. McFadden distributed the November Transaction Detail prior to the meeting. She reported that she is working with Ms. Spera and Ms. Luke to finalize the 2022 budget. The total amount to be received by the Library in 2022 from tax appropriations will be \$911,000. When asked if monies were deducted from the Library account for Library employee payroll taxes and pension contributions, Ms. Mc Fadden said she believed they had.

Approval of Bill Pay List. Ms. McFadden presented the November bill pay list, totaling \$15,218.96. Mr. Mulvihill asked for a motion to approve payment of the November bills. Ms. Blasi made the motion; Ms. Smith provided a second. The motion was passed by unanimous vote.

Director's Report. Ms. Luke reported that the Antique Car Show, held on November 6, was a great success. A few hundred people attended and enjoyed viewing 27 vehicles, drinking complimentary coffee and hot chocolate, listening to swing music and playing car bingo. More than 70 people visited the Library and 6 new cards were issued on the day of the show.

Ms. Luke was pleased to report that juvenile book loans exceeded adult loans for the first time. The Children's programs and attendance by our young patrons continue to be a highlight. Wednesday afternoon visits by school age children have become so popular that Wednesday story time has been moved to Thursday.

Ms. Luke received a letter from lawyers representing the Schroeder Charitable Remainder Trust with the surprising and delightful news that the Library was named as a beneficiary in line to receive \$100,000. Receipt of funds requires a signed Approval of Informal

Consent, Release and Indemnification. Mr. Mulvihill asked Ms. Connor to forward the file to Library Counsel for review.

Committee Reports.

Bylaws. No report.

Personnel. No report.

Buildings and Grounds. No report

Finance Committee: No report.

Nominating Committee: The following slate of officers for 2022 was presented for a vote of the Board:

President - Ms. Blasi

Treasurer - Ms. McFadden

Secretary - Ms. Connor

Mr. Mulvihill asked if there were any nominations from the floor; there were none. Mr. Mulvihill then asked for a motion to adopt the proposed slate of officers. Mayor Fetzer made the motion, Ms. Mc Fadden provided the second. The motion was approved by unanimous vote

Strategic Planning Committee. No report.

FSGL Liaison Report. No report .

Public Comment. None

Adjournment:

Mr. Mulvihill 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 6:30 p.m.

Respectfully submitted,
Trish Connor